

BOARD OF COMMISSIONERS

1/3/2011

304 E. Grand River Avenue, Howell MI

7:30 PM

AGENDA

1. **CALL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **ELECTION OF BOARD CHAIR FOR 2011**
To be referred to as Resolution 2011-01-001
5. **ELECTION OF BOARD VICE CHAIR FOR 2011**
To be referred to as Resolution 2011-01-002
6. **CORRESPONDENCE**
7. **CALL TO THE PUBLIC**
8. **APPROVAL OF MINUTES**
Meeting Minutes dated: December 20, 2010
9. **TABLED ITEMS FROM PREVIOUS MEETINGS**
10. **APPROVAL OF AGENDA**
11. **REPORTS**
12. **RESOLUTIONS FOR CONSIDERATION:**

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| 2011-01-001 | Board of Commissioners
ELECTION OF BOARD CHAIR FOR 2011 |
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| 2011-01-002 | Board of Commissioners
ELECTION OF BOARD VICE CHAIR FOR 2011 |
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| 2011-01-003 | Board of Commissioners
RESOLUTION ADOPTING RULES OF THE LIVINGSTON COUNTY
BOARD OF COMMISSIONERS AND TO ESTABLISH MEETING DATES
FOR 2011 |
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| 2011-01-004 | Board of Commissioners
RESOLUTION TO APPROVE APPOINTMENTS TO LIVINGSTON COUNTY
BOARDS AND COMMITTEES |
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| 2011-01-005 | Emergency Medical Services
RESOLUTION AUTHORIZING A BLANKET PURCHASE ORDER WITH
MARQUE AMBULANCE FOR AMBULANCE RE-CHASSIS – EMS / Health
and Human Services / Finance Committee |
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2011-01-006 **Emergency Medical Services**
RESOLUTION AUTHORIZING ISSUANCE OF A BLANKET PURCHASE
ORDER FOR OXYGEN FROM DIVERSIFIED MEDICAL - EMS / Health &
Human Services Committee / Finance Committee

2011-01-007 **Emergency Medical Services**
RESOLUTION AUTHORIZING ISSUANCE OF A BLANKET PURCHASE
ORDER TO NORTH CENTRAL EMS COOPERATIVE FOR DISPOSABLE
MEDICAL SUPPLIES - EMS / FINANCE

2011-01-008 **Public Health**
RESOLUTION TO APPROVE APPOINTMENTS TO THE HUMAN
SERVICES COLLABORATIVE BODY

- 0. CALL TO THE PUBLIC**
- 0. 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
REGULAR MEETING, December 20, 2010
COMMISSIONERS CHAMBERS, 304 E. Grand River, Howell, MI

The meeting was called to order by the Chairperson, Maggie Jones, at 7:35 p.m.

All rose for the Pledge of Allegiance.

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

Present: Maggie Jones (1), Jim Mantey (2), David Domas (3), Donald Parker (5)(arrived at 7:50 p.m.), Steven Williams (6), Carol Griffith (7), Dennis Dolan (8), John E. LaBelle (9)

Absent: Ronald VanHouten (4)

Also present: Dave Stoker (Counsel), Kevin Wilkinson, Jeff Boyd (Ambulance), Chris Folts (Building Services), Ted Westmeier (Health Dept.), Paul McNamara (IT), Erica Karfonta (OLHSA), Sally Reynolds (Register of Deeds), Belinda Peters (Administration), Jennifer Palmbo (HR), Kathleen Kline-Hudson (Planning), James Duquet, Peggy Toms (Courts), Cindy Mendoza (Finance), Debbie Warden

Correspondence. It was moved by Commissioner Mantey that the correspondence from Lake County be accepted and placed on file. Seconded by Commissioner LaBelle. MOTION CARRIED, 7-0-2 absent.

Call To The Public. No response.

Minutes. It was moved by Commissioner LaBelle that the minutes from the regularly scheduled meetings of December 6th, 8th and 15th along with the closed session of December 6th, be approved as printed. Seconded by Commissioner Dolan. MOTION CARRIED, 7-0-2 absent.

Tabled Items. None.

Agenda. It was moved by Commissioner Dolan to accept the agenda as printed. Seconded by Commissioner Griffith. MOTION CARRIED, 7-0-2 absent.

Reports. Chairperson Jones informed the Board that the meetings scheduled for Monday, December 27th, are cancelled. Chairman Jones read aloud the service award for Belinda Peters ten year of service. Ms. Peters thanked the Board.

Resolutions. Commissioner Mantey presented Resolution No. 2010-12-337, Resolution Authorizing Out-Of-State Training For Finance Manager-EMS, and moved its adoption. Seconded by Commissioner LaBelle. MOTION CARRIED, 8-0-1 absent.

Commissioner Mantey presented Resolution No. 2010-12-338, Resolution Approving The Creation Of 5 Full Time Paramedic Positions In The EMS Department-EMS, and moved its adoption. Seconded by Commissioner Domas. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2010-12-339, Resolution Authorizing The Purchase Of A Replacement Gator-EMS, and moved its adoption. Seconded by Commissioner Williams. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2010-12-340, Resolution Approving The Filling Of One (1) Part Time Vision & Hearing Technician Position Within The Department Of Public Health Due To The Vacancy Created By The Resignation Of One (1) Part Time Technician-Dept. of Public Health, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2010-12-341, Resolution Authorizing An Agreement With The Michigan Department Of Natural Resources And Environment To Conduct Services Related To Non-Community Water Supply, Etc., For FY10-11-Department of Public Health, and moved its adoption. Seconded by Commissioner Griffith. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution Nos. 2010-12-342 through Resolution No. 2010-12-345 and moved the adoption of each as follows: Resolution No. 2010-12-342, Resolution Approving An Amendment To The Contract Between The Oakland Livingston Human Services Agency And Livingston County Michigan Works! For The Michigan Prisoner Re-Entry Initiative; Resolution No. 2010-12-343, Resolution Approving The Fiscal Year 2011 Jobs, Education And Training (JET) Plan For The Delivery Of Job Training Services To Public Assistance Participants In Livingston County; Resolution No. 2010-12-344, Resolution Approving The Fiscal Year 2011 Food Assistance Employment And Training (FAE&T) Plans For Services To Eligible Participants From Livingston County and Resolution No. 2010-12-345, Resolution Authorizing A Renewal Of The Lease With Mott Community College For The Michigan Works!-Livingston Service Center At The Mott Community College Livingston Center, 1240 Packard Dr. Howell. Seconded by Commissioner Williams. MOTION CARRIED, 8-0-1 absent.

Commissioner Domas presented Resolution No. 2010-12-346, Resolution Authorizing Exception To Hiring Freeze To Replace One (1) Part Time Office Assistant-Sheriff, and moved its adoption. Seconded by Commissioner LaBelle. MOTION CARRIED, 8-0-1 absent.

Commissioner Dolan presented Resolution No. 2010-12-347, Resolution To Approve The Transfer Of Funds From The Veterans Relief Fund To The General Fund, and moved its adoption. Seconded by Commissioner LaBelle. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2010-12-348, Resolution Authorizing Out Of State Travel For Planning Director To Attend The 2011 National American Planning

Association Conference-Board of Commissioners, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Commissioner Griffith presented Resolution No. 2010-12-349, Resolution Authorizing A Contract For Janitorial, Maintenance And Lawn Care With Community Mental Health Authority-Building Services, and moved its adoption. Seconded by Commissioner Dolan. MOTION CARRIED, 8-0-1 absent.

Commissioner Dolan presented Resolution No. 2010-12-350, Resolution To Authorize Request To Use Historic Courtroom For DAR (Daughters Of The American Revolution) Meeting-Building Services, and moved its adoption. Seconded by Commissioner Griffith. MOTION CARRIED, 8-0-1 absent.

Commissioner Griffith presented Resolution No. 2010-12-351, Resolution Authorizing Blanket Purchase Order For Diesel Fuel For 2011-L.E.T.S., and moved its adoption. Seconded by Commissioner LaBelle. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2010-12-352, Resolution Authorizing Contract Agreement For Attorney Services For Livingston Essential Transportation Services, and moved its adoption. Seconded by Commissioner Griffith. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2010-12-353, Resolution Authorizing Agreement With Fidlar Technologies For Software Maintenance Agreement For Indexing And Imaging Documents Electronically-Register of Deeds, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Commissioner Domas presented Resolution No. 2010-12-354, Resolution Approving The Reclassification Of One Part Time Court Clerk Position To One Full Time Court Clerk Position In The Probate Court-Probate Court, and moved its adoption. Seconded by Commissioner LaBelle. MOTION CARRIED, 8-0-1 absent.

Commissioner Dolan presented Resolution No. 2010-12-355, Resolution To Authorize The Acceptance Of FY 2011 Michigan Drug Court Grant Program Funds (MDCGP) For The Operation Of The Livingston County Sobriety Court Program-District Court, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Commissioner Domas presented Resolution No. 2010-12-356, Resolution Authorizing An Agreement With Second Chance Drug And Alcohol Testing, LLC To Provide Drug/Alcohol Testing Services-Courts, and moved its adoption. Seconded by Commissioner Dolan. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2010-12-357, Resolution Authorizing Agreement With The Law Firm Of Sherwood/Mitchell To Provide Attorney Services For Indigent Misdemeanor Defendants For The 53rd District Court, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Commissioner Dolan presented Resolution No. 2010-12-358, Resolution To Authorize The Acceptance Of FY 2011 Michigan Drug Court Grant Program Funds (MDCGP) For The Operation Of The Livingston County Adult Drug Court Program, and moved its adoption. Seconded by Commissioner Williams. MOTION CARRIED, 8-0-1 absent.

Commissioner Domas presented Resolution No. 2010-12-359, Resolution Authorizing Acceptance Of Grant Funding For Planning A Family Dependency Treatment Court In The Family Division Of The Circuit Court, and moved its adoption. Seconded by Commissioner Dolan. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2010-12-360, Resolution To Authorize The Circuit/Family Court/Friend of the Court To Enter Into A Contract With Complete Document Services, Inc., For Transcript Preparation, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2010-12-361, Resolution To Concur With The Public Defender Contracts Made By The 44th Circuit Court For 1/1/2011 Through 12/31/2012, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2010-12-362, Resolution Authorizing A Contract With Catholic Charities To Provide Community Based Outpatient Treatment For 2010-12-Community Corrections, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2010-12-363, Resolution Authorizing A Contract With Fieldware LLC To Provide Offenderlink Callout Services For A Period Of January 1, 2011 To December 30, 2011-Community Corrections, and moved its adoption. Seconded by Commissioner Dolan. MOTION CARRIED, 8-0-1 absent.

Commissioner Domas presented Resolution No. 2010-12-364, Resolution Authorizing Chairperson Of The Board Of Commissioners To Sign A Contract With The Michigan Department Of Corrections For The Community Corrections PA511 Grant And Appropriations For Fiscal Year 2011-Community Corrections, and moved its adoption. Seconded by Commissioner Williams. MOTION CARRIED, 8-0-1 absent.

Commissioner Mantey presented Resolution No. 2010-12-365, Resolution Authorizing Issuance Of A Purchase Order To Netsmart Ohio, Inc. For Software Support For The Netsmart Software For The Livingston County Department Of Public Health 2011-Information Technology, and moved its adoption. Seconded by Commissioner Dolan. MOTION CARRIED, 8-0-1 absent.

Commissioner Mantey presented Resolution No. 2010-12-366, Resolution Authorizing Issuance Of A Blanket Purchase Order To CDW-G, Inc., Contract Services And Hardware Purchases For The Information Technology Department For 2011-Information Technology,

and moved its adoption. Seconded by Commissioner LaBelle. MOTION CARRIED, 8-0-1 absent.

Commissioner Dolan presented Resolution No. 2010-12-367, Resolution Authorizing Issuance Of A Blanket Purchase Orders Authorizing The Purchase Of Computer Equipment That Has Been Budgeted For Through Information Technology Department For Purchases Of Computer Equipment For All County Departments-Information Technology, and moved its adoption. Seconded by Commissioner LaBelle. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2010-12-368, Resolution Authorizing The Signing Of The 2011 Schedule A-Renewal Term (January 2011-December 2011) Administrative Services Contract (ASC) With Blue Cross Blue Shield Of Michigan-Human Resources, and moved its adoption. Seconded by Commissioner Williams. MOTION CARRIED, 7-1-1 absent. (Nay: Domas)

Commissioner LaBelle presented Resolution No. 2010-12-369, Resolution Amending The Livingston County Definition Of A Dependent For Medical, Dental And Vision Plans-Human Resources, and moved its adoption. Seconded by Commissioner Griffith. MOTION CARRIED, 8-0-1 absent.

Commissioner Domas presented Resolution No. 2010-12-370, Resolution Establishing Compensation For Livingston County Board Of Commissioners For The Years 2011 And 2012, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2010-12-371, Resolution To Amend Fiscal-Year 2010 Budget- Administration, and moved its adoption. Seconded by Commissioner Griffith. MOTION CARRIED, 8-0-1 absent.

Jeff Boyd and Kevin Wilkinson gave a presentation to the Board regarding the staffing needs of the ambulance department.

Call To The Public. Commissioner Parkers read aloud a resolution of recognition to Chairperson Jones for her 5 years of service to the county.

Adjournment. It was moved by Commissioner Parker that the meeting be adjourned. Seconded by Dolan. Commissioner Parker asked for a roll call vote. Roll call vote: Ayes: Parker, Williams, Griffith, Dolan, LaBelle, Jones, Mantey Domas;Nay: None;Absent: VanHouten. MOTION CARRIED, 8-0-1 absent.

The meeting was adjourned at 8:30 p.m.

Margaret M. Dunleavy
Livingston County Clerk

RESOLUTION

NO: 2011-01-001

LIVINGSTON COUNTY

DATE: January 3, 2011

ELECTION OF BOARD CHAIR FOR 2011

WHEREAS, Commissioner _____ nominated Commissioner _____ for Chair of the Livingston County Board of Commissioners; and

WHEREAS, the nomination for Commissioner _____ was seconded by Commissioner _____ and there were no further nominations.

THEREFORE BE IT RESOLVED that **Commissioner** _____ was declared to be the duly elected Chair of the Livingston County Board of Commissioner for 2011.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO: 2011-01-002

LIVINGSTON COUNTY

DATE: January 3, 2011

ELECTION OF BOARD VICE CHAIR FOR 2011

WHEREAS, Commissioner _____ nominated Commissioner _____ for Vice Chair of the Livingston County Board of Commissioners, and

WHEREAS, the nomination for Commissioner _____ was seconded by Commissioner _____ and there were no further nominations.

THEREFORE BE IT RESOLVED that **Commissioner** _____ was declared to be the duly elected Vice Chair of the Livingston County Board of Commissioner for 2011.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO: 2011-01-003

LIVINGSTON COUNTY

DATE: January 3, 2011

RESOLUTION ADOPTING RULES OF THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND TO ESTABLISH MEETING DATES FOR 2011 - Board of Commissioners

WHEREAS, the rules of the Livingston County Board of Commissioners establish Committee structure, meeting dates and general rules of procedure.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby adopts the attached Rules of the Livingston County Board of Commissioners, effective January 3, 2011, and adopts the meeting dates established for 2011.

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MOVED:

SECONDED:

CARRIED:

= BOARD @ 7:30 PM	= FINANCE / BOARD @ 7:30 AM	= PARKS & OPEN SPACE @ 3:00 PM	= PERSONNEL @ 8:00 AM
= GENERAL GOVERNMENT AND HEALTH & HUMAN SERVICES		= INFRASTRUCTURE & DEV AND PUBLIC SAFETY	

JANUARY 2011						
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30	31					

FEBRUARY 2011						
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27	28					

MARCH 2011						
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MAC: 3/28 - 3/30						

APRIL 2011						
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JUNE 2011						
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AUGUST 2011						
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SEPTEMBER 2011						
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30	31					

NOVEMBER 2011						
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DECEMBER 2011						
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LIVINGSTON COUNTY
BOARD OF COMMISSIONERS

ADOPTED: JANUARY 3, 2011

2011 RULES

RESOLUTION #2011-01-00?

- I -

BOARD MEETINGS - TIME AND PLACE

A. **REGULAR AND ADJOURNED REGULAR MEETINGS, COMMITTEES OF THE WHOLE AND FINANCE COMMITTEE MEETINGS.** The Board of County Commissioners shall convene for the purpose of holding regular, adjourned regular and Committees of the Whole meetings in the Commission Chambers at 7:30 p.m. For purposes of approving claims, all Finance Committee meetings shall be immediately followed by a Board Meeting and scheduled for 7:30 a.m. at the Administration Building, 304 E. Grand River Avenue, Howell, Michigan, provided proper notice is given to the public pursuant to the Open Meetings Act, 1976 PA 267, as amended, except as otherwise provided for in these Rules, and as set forth at the end of this Section I. Reference Attached Calendar.

B. **MANDATORY ANNUAL MEETINGS:** The Board shall convene for the purpose of holding Mandatory Meetings as follows:

∅ **STATUTORY EQUALIZATION MEETING:** The Tuesday immediately following the 2nd Monday of each April of each year.

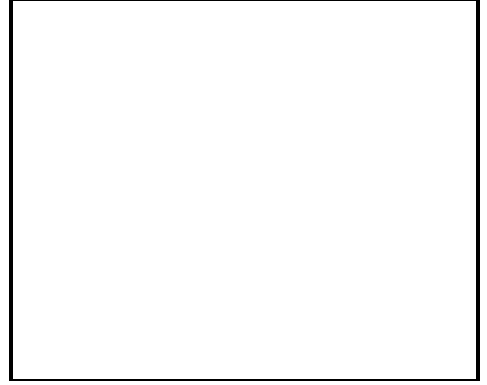
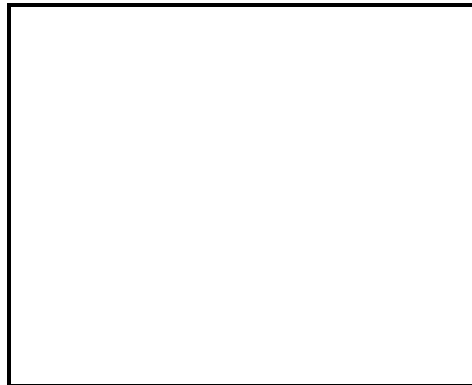
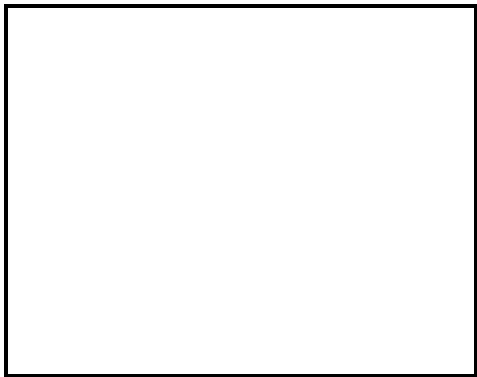
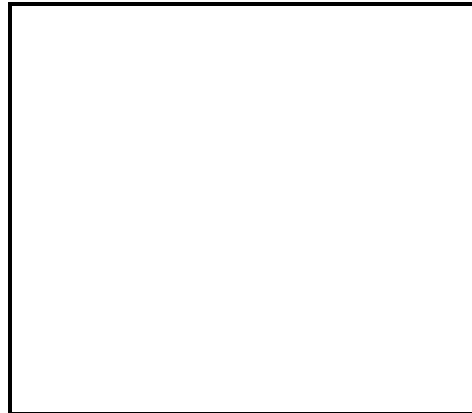
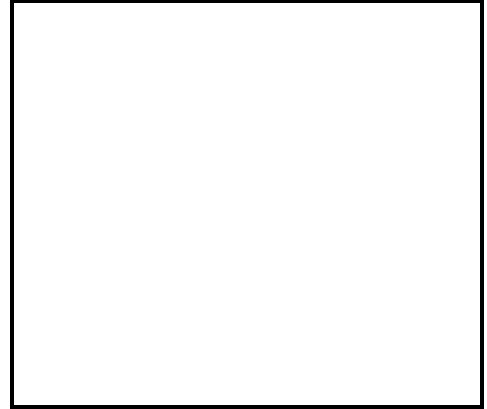
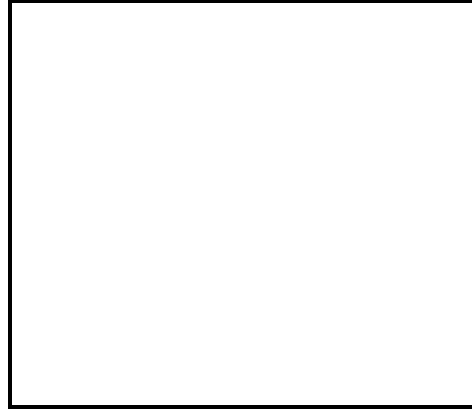
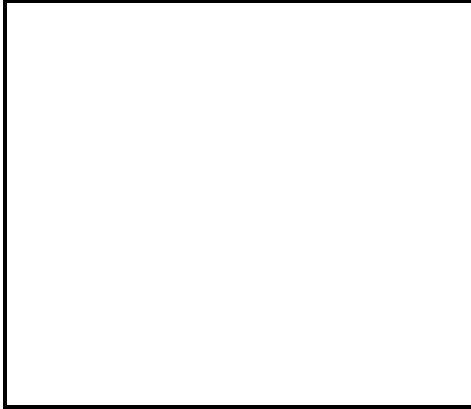
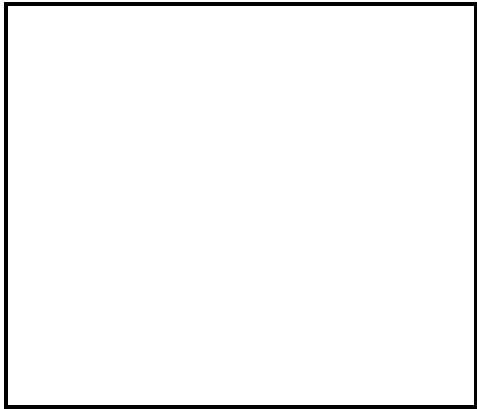
∅ **STATUTORY ANNUAL MEETING :** After September 14th but before October 16th of each year.

C. **SPECIAL MEETINGS.** The Board shall convene for the purpose of holding special meetings only upon the written request of at least one-third (a) of the Commissioners, to the County Clerk, specifying the time, date, place and purpose of such meetings. When a special meeting is called by written request, as provided above, the County Clerk shall immediately give written notice thereof to each commissioner within 48 hours in one of the manner provided as follows:

- ∅ via e-mail transmission to the commissioner;
- ∅ via personal delivery of the notice of the special meeting to the commissioner;
- ∅ leaving the notice of the special meeting at the residence of the commissioner.

The Clerk shall post at least 18 hours before the meeting a public notice, as required by 1976 PA 267.

D. **MEETINGS ON LEGAL HOLIDAYS.** Any regular or adjourned meetings of the Board which fall on a legal holiday shall automatically be set over to the next working day following, that is not a legal holiday, at the same time and place indicated for the original meeting.



- II-

CHAIRPERSON

- A. **ELECTION.** At the first meeting in each calendar year, the Board shall elect, from among its members, a chairperson and a vice-chairperson, who shall take office and assume their respective duties immediately upon their election; provided that, at the first meeting of each newly elected Board, the first order of business shall be the administration of the Constitutional Oath of Office by the County Clerk, or duly qualified designee, to the members-elect, if this has not previously been accomplished. The concurrence of a majority of all members of the Board shall be necessary for election. Said officers shall hold their respective offices for a term of one (1) year, or until their successors are duly elected and qualified, as set forth above.
- B. **DUTIES.** The chairperson (and during his/her absence, the vice-chairperson) shall preside at all meetings of the Board and shall decide all questions of order, subject to appeal to the Board. Upon his/her election, the chairperson shall appoint all standing and special committees, subject to approval by a majority of all members of the Board. The chairperson shall arbitrate all jurisdictional disputes between committees, subject to these Rules and subject to appeal to the Board. **The chairperson shall be a member ex-officio of all Committees but shall not have the power to vote on such Committees except to break a tie vote or create a quorum.**
- C. **ORIENTATION SESSION.** For the purpose of more fully informing the new members of the Board of Commissioners about the workings and procedure of Livingston County government, the chairperson of the Board may provide for an orientation session which may be convened in the month of December in the even-numbered years for the purpose of explaining the structure, functions and procedures of county government.

- III -

CLERK OF THE BOARD / OPEN MEETINGS ACT

OFFICIAL CLERK AND DUTIES. The duly elected Clerk of Livingston County shall be the clerk of the Board. He/She or his/her duly appointed deputy shall perform all duties pertaining to such office, as required by law.

OPEN MEETINGS ACT POSTING. The County Clerk shall perform all posting functions required by the Open Meetings Act, 1976 PA 267.

- IV-

COMMITTEES

- A. ~~**COMMITTEE OF THE WHOLE.** In order to facilitate the coordination and operational responsibilities of the Departments of County Government with the Board of County Commissioners, a committee composed of the Board's subcommittees is created. The Committee of the Whole will meet on the 2nd and 4th Mondays of each month.~~

~~The agenda shall consist of reports from the Board's subcommittees, including such items which all members of the Board of Commissioners need to know. A standing item on the Committee of the Whole agenda shall provide for the adjournment of the Committee of the Whole and the convening of the Boards subcommittees.~~

~~The Committee shall consist of all nine (9) members of the Board of Commissioners. The Chairman or, in his/her absence, the Vice Chairman, shall preside.~~

B. FINANCE COMMITTEE. The Finance Committee shall consist of all members of the Board of Commissioners. It shall meet on the second and fourth Wednesdays of each month at 7:30 a.m. unless determined otherwise. This Committee shall review all items having a financial impact on the County. All items of a financial nature which require Board consideration will first be considered by this Committee.

MATTERS TO BE REVIEWED BY THE FINANCE COMMITTEE INCLUDE:		
BUDGET PREPARATION		
MONITORING OF DEPARTMENTAL BUDGET PERFORMANCE	REVIEW REVENUES	
	REVIEW EXPENSES	
AMENDMENTS TO BUDGET		
INSURANCE		
CLAIMS/APPROPRIATIONS		
COST/BENEFIT ANALYSIS		
AUDIT		
FINANCIAL REVIEW OF PROJECT PROPOSALS		
MAJOR EXPENSE/PURCHASE REVIEW		
COURTS / DEPARTMENTS ASSIGNED TO FINANCE COMMITTEE:		
CIRCUIT COURT	COMMUNITY CORRECTIONS	DISTRICT COURT
FRIEND OF THE COURT	JUVENILE COURT	PROBATE COURT

There shall be special sub-committees of the Finance Committee which will consider items of special interest. Three (3) members of the Board of Commissioners shall constitute the members of these Special Sub-Committees. In addition, and at the discretion of the Chairman of the Board, staff positions may also be appointed as non-voting members. These special sub-committees shall be:

SPECIAL FINANCE SUBCOMMITTEES	
PERSONNEL	Personnel Issues; Salaries & Benefits
	Labor Negotiations
CAPITAL IMPROVEMENT	Annual preparation of comprehensive five year capital improvement plan
	Review and recommend various capital improvement requests

SPECIAL FINANCE SUBCOMMITTEES	
	Advise the Finance Committee with regards to requests for County participation and/or full faith and credit for financing from local communities
DEBT MANAGEMENT POLICY	Policy Review
	Debt Policy Compliance
	Annually Review Debt Capacity
	SAD's Backed with County Full, Faith & Credit

C. **SUBCOMMITTEES.** In order to insure the communication, coordination and facilitation of interdependent activities of a similar nature and purpose, the Board of Commissioners has established the following sub-committees:

SUB-COMMITTEE	DEPARTMENTS / AGENCIES	
GENERAL GOVERNMENT AND HEALTH & HUMAN SERVICES	AIRPORT	INFORMATION TECHNOLOGY
	ANIMAL CONTROL	MSU EXTENSION
	BOARD OF COMMISSIONERS	MICHIGAN WORKS!
	BUILDING SERVICES	MOTOR POOL
	COUNTY ADMINISTRATION	L.E.T.S.
	COUNTY CLERK	REGISTER OF DEEDS
	EMS (AMBULANCE)	TREASURER
	EQUALIZATION	VETERAN AFFAIRS
	HEALTH: PERSONAL / PREVENTIVE & ENVIRONMENTAL	
	CMH - COMMUNITY MENTAL HEALTH AUTHORITY	
	DHS - DEPARTMENT OF HUMAN SERVICES	
	HSCB - HUMAN SERVICES COLLABORATIVE BODY	
	NON-PROFIT AGENCIES	
	O.L.H.S.A.	
INFRASTRUCTURE & DEVELOPMENT AND PUBLIC SAFETY	911 CENTRAL DISPATCH	
	BUILDING DEPARTMENT	
	CIRCUIT COURT CLERK	
	MEDICAL EXAMINER	
	DRAIN COMMISSIONER'S OFFICE	
	DRAIN - DPW	
	DRAIN - SOLID WASTE	
	PLANNING DEPARTMENT	
	PROSECUTOR	
	SHERIFF'S DEPARTMENT	
	ECONOMIC DEVELOPMENT COUNCIL	

It shall be the purpose of these sub-committees to:

- < Facilitate the adequate and full implementation and administration of Board policies affecting the various County departments, offices and agencies;
- < **Accept and review Department Annual Reports;**
- < Serve as liaison - to study and advise the Board of Commissioners with respect to matters relative to the family of services involved requiring immediate action or long-range planning;
- < Recommend modifications and changes in Board policy and procedures;
- < Study and submit recommendations for adoption of County Ordinances;
- < Study and advise the Finance Committee and Board as to acquisition, disposition and construction of facilities and equipment necessary to realize the services and activities directed by the Board of Commissioners;
- < Review the activities of the County departments, agencies and offices to attain appropriate levels of coordination and operational effectiveness;
- < Study, recommend and, where possible, assist promotion of applications for **new** grant funding for County services; and
- < Review and recommend priorities identified in meeting the objectives of the area of County services.
- < **All routine operational and budgeted activities will go directly to the Finance Committee.**

D. COMMITTEE VOTING REQUIREMENTS. Recommendations by the sub-committees shall be forwarded to the Board of Commissioners, by way of resolution, after a vote of the members of the sub-committee. For all sub-committees, 50% of members shall constitute a quorum and action shall require the affirmative vote of a majority of quorum present to carry a motion forward for recommendation. Each proposed resolution shall state how each committee member voted. **If any resolutions are defeated in subcommittee, the subcommittee Chair shall report those to the Board at the next Board meeting for informational purposes.**

E. COMMITTEE COMPOSITION. Each of the sub-committees listed above will consist of four (4) Commissioners. The Board Chairperson will assign Commissioners to each sub-committee and appoint each sub-chairperson.

F. CONVENING OF COMMITTEES AND MINUTES REQUIREMENTS. Meetings of a committee, sub-committee or special committee (hereinafter referred to as "committee") may be convened by its chairperson or by a majority of its members at any time upon reasonable notice to its members and to the chairperson of the Board, provided said notice complies with the requirements of the *Open Meetings Act, 1976 PA 267*. All committee meetings shall be open to the public, with the exception of closed meetings as provided by the *Open Meetings Act, 1976 PA 267*. Each committee shall prepare an agenda. The committee schedule shall be posted in compliance with the *Open Meetings Act* and shall be made available to the public as requested. The agenda shall be prepared by the chairperson of the committee. The County Administrator shall hereby have the authority to designate a department director to assist the committee chairperson in handling these responsibilities. All committees shall keep minutes as required by the *Open Meetings Act*, at a minimum containing: date of meeting; names of those present and absent; and, motions made, with names of maker and supporter, as well as count of vote taken.

Minutes shall be permanently kept on file in the office of the Board of Commissioners. Every committee shall provide an opportunity for the populace to be heard at the beginning and end of the agenda. Members of the public may address a committee for up to three (3) minutes. Individuals desiring to speak shall be required to identify themselves.

G. SPECIAL COMMITTEES. There shall be, in addition to the standing Committees, such other special Committees as the Chairperson, from time to time, may appoint and establish subject to approval by the Board. Unless it is otherwise renewed, the existence on any Special Committee shall expire the earlier of either when the task is completed or December 31, of each year.

H. WORK SESSIONS. The Board of Commissioners may meet in a Work Session on any designated day, as determined by the Chairperson, for the purpose of coordinating the activities of the Committees, informing the Board of Commissioners on the progress of Committee work, and for the purpose of promoting a better understanding of County business, thereby expediting the regular meeting of the Board.

-V-

CONDUCT OF BOARD MEETINGS

A. QUORUM. A majority of the members of the County Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the County, and questions which arise at meetings shall be determined by the votes of a majority of the members present, except upon the final passage or adoption of a measure or resolution, or the allowance of a claim against the County, in which case a majority of the members elected and serving shall be necessary.

B. ORDER OF BUSINESS.

1. AGENDA:

- a) Call to Order
- b) Pledge of Allegiance
- c) Roll Call
- d) ~~Communications~~ Correspondence
- e) Call to the Public
- f) Approval of Board Minutes
- g) Tabled Items
- h) Approval of Agenda
- i) Reports
- j) Consent Agenda Items
- k) Resolutions for Consideration
- l) Call to the Public
- m) Adjournment

2. SPECIFIC AGENDA PRIORITIES. All matters shall be placed upon the agenda of the Board within a specific section, as listed immediately above.
3. CONSENT AGENDA. At the discretion of the Board Chairperson, resolutions may be placed on a Consent Agenda. All of the resolutions and actions of the Board which are on the Consent Agenda may be acted upon in one (1) roll call vote. Any member of the Board may identify specific resolutions and actions which they do not wish to be included in the Consent Agenda and same will be discussed and voted upon separately. Resolutions and actions requiring a roll call vote and/or a $\frac{2}{3}$ majority vote, however, shall not be included in the Consent Agenda.
4. AGENDA DEADLINE. All information to be placed on the Board agenda must be received not less than ~~fourteen (14)~~ **seven (7)** calendar days preceding the scheduled Board meeting; otherwise, such submittals shall not appear on the printed agenda. However, an item may be added to the agenda at any meeting prior to the closing of the agenda and shall be considered at such meeting or referred to committee, whichever action seems appropriate, unless upon objection of any member of the Board and by majority vote of the members present who refuse to consider said matter. An agenda for each meeting shall be prepared and such agenda shall be available in a timely manner, calculated to be received by each member of the Board prior to such meeting. The agenda, to the extent feasible, shall be accompanied by such resolutions, communications and reports as are to be acted upon at the meeting. The agenda shall also be available to the public and news media. No committee report or individual resolutions, other than reports on routine claims, shall ordinarily be considered unless a copy thereof has been given to each commissioner with the agenda or otherwise delivered to each commissioner not later than the starting time of the meeting. Late items shall be distributed to all commissioners at the beginning of the Board meeting and shall be announced by title and added to the agenda with appropriate agenda numbers. A five-minute recess shall be granted at the request of any commissioner prior to the consideration of late items. Late individual and committee reports shall not be considered unless an explanation is given as to why immediate action is necessary and a motion is made and carried to allow immediate consideration of the report.

C. RIGHTS AND DUTIES OF MEMBERS.

1. SPEAKING PRIORITIES. The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, shall have the right to speak for up to five minutes after the formal introduction, but prior to any discussion of the matter on the floor. In any case, where there may be more than one sponsor to a particular motion, resolution, ordinance or report, it shall be in the discretion of the chairperson which person shall exercise the right given by this Rule to first speak on the pending matter. Each commissioner shall be limited to speak for a 5-minute time limit per recognition by the chairperson. Before speaking, each member shall address himself/herself to the chairperson. If two or more members desire to speak at the same time, the chairperson shall designate the order in which they shall speak. No member shall speak more than twice on the same question, except upon special permission by the chairperson; provided, however, that the chairperson of a committee shall not be restricted in his/her right to discuss matters upon which he/she is reporting his/her committee's activities and recommendations. No member, while addressing the Board, shall be interrupted, except to be called to order; and thereupon, he/she shall

immediately cease talking. Every commissioner shall vote on all questions unless excused by the chairperson. The chairperson shall vote on all questions unless excused by the Board.

2. LEAVING SEAT, INTERRUPTIONS. While the chairperson is putting any question or while the roll is being called by the clerk, no member shall leave his/her seat or entertain private discourse. When a member is speaking, he/she shall not be unduly interrupted.
3. LEAVING THE MEETING. No member shall leave a meeting prior to adjournment, unless first excused by the chairperson. The clerk shall record in the official journal the time and point in the proceedings at which a member enters and leaves the meeting while the Board is in session.
4. PHYSICAL PRESENCE. A Commissioner may participate in a Board meeting without being physically present if they are: (i) in the active military service and he/she has been ordered to serve out of the State of Michigan; or (ii) unable to attend due to medical restrictions and all of the following terms and conditions are met:
 - a) A quorum of the Board of Commissioners is physically present at a duly constituted Board meeting.
 - b) The Commissioner must participate by speaker phone or by Skype so that he/she can be heard at the meeting.
5. ORDER AND DECORUM. The chairperson shall at all times preserve order and decorum pursuant to these Rules.

D. MOTIONS, RESOLUTIONS AND COMMITTEE REPORTS. No motion shall be debated or voted upon unless seconded. Any motion may, with the permission of the person who moved and seconded it, be withdrawn at any time before the same has been adopted. Every motion shall be put in writing at the request of any member of the Board. All motions, resolutions, committee reports and amendments or substitutes thereto shall be entered at large upon the minutes unless withdrawn. Each recommended ordinance introduced shall be headed by a title of twenty-five words or less, briefly describing or identifying it. Each title shall begin with the words "An Ordinance ... ". If such title is lacking, the clerk of the Board shall return it to the commissioner who submitted it. Each recommended ordinance introduced and referred to committee, postponed, or tabled before its substance is voted upon shall be printed in the minutes by title only, unless otherwise ordered by a majority of the members-elect.

1. ORDER OF PRECEDENCE OF MOTIONS. When a motion is seconded and before the Board, no other motion shall be received except the following:
 - a) To adjourn -- not debatable.
 - b) To rise to a question or privilege -- not debatable.
 - c) To lay on the table -- not debatable.
 - d) To call for the previous question -- not debatable.
 - e) To limit or extend limits of debate.
 - f) To postpone to a certain day.
 - g) To commit or refer or re-commit to a committee.

- h) To amend.
- i) To postpone indefinitely.
- j) To reconsider (may be debated if original motion was debatable).

These motions shall have precedence in the order named above.

- 2. **MOTIONS TO ADJOURN.** A motion to adjourn shall always be in order except while a vote is being taken on any other motion already before the Board, or when a member has the floor.
- 3. **MOTIONS TO RECONSIDER.** A motion for the reconsideration of any question shall be in order if made on the same day or at the Board meeting next succeeding that on which the decision proposed to be reconsidered was made; providing, however, that a second reconsideration of any question or a reconsideration at a later date may be had with the consent of two-thirds (b) of the members elected and serving, but in such event, the moving member shall file written notice of his/her intention to move for a reconsideration in the office of the clerk of the Board at least one day before making such a motion.
- 4. **AMENDMENTS.** No motion or proposition not germane to a subject under consideration shall be admitted under color of an amendment. Commissioners shall give all amendments in writing or orally to the clerk. If oral, the clerk shall write it out and read it back prior to a vote being taken on the matter.
- 5. **RESOLUTIONS AND ORDINANCES.** Resolutions shall be considered in the order in which they are received unless otherwise ordered by the Board. All resolutions and motions for the appropriation of money and all proposed County ordinances shall be presented to the Board in writing.
- 6. **DIVISION OF QUESTION.** Upon request by any member, any question before the Board may be divided and separated into more than one question; provided, however, that such may be done only when the original is of such a nature that, upon division, each of the resulting questions is a complete question, permitting independent consideration and action.

E. APPEAL FROM DECISION OF CHAIR. When an appeal is taken from the decision of the chair, the member taking the appeal shall be allowed to state his/her reason for doing so. The question shall be then immediately put in the following form: "Shall the ruling of the chair be sustained?" The question shall be determined by a majority vote of the members present, except the chairperson shall not preside over such a vote.

F. REFERRAL TO COMMITTEES. It shall be the duty of the chairperson to refer all petitions, communications, resolutions, motions and other business that may come before the Board to the proper committee unless objection be made by some members, in which event, a motion made and adopted with reference to the subject shall preclude the chairperson's action.

- 1. All referrals to committee shall be in one of the following forms:

- a) General Referral. Any referral which must be referred back to the Board after the committee has reviewed or studied the matter, shall be referred to as a general referral.
 - b) Referral for Information. Any referral which need not be reported back to the Board by the committee to which it is referred, shall be called a referral for information.
- G. DISCHARGE OF COMMITTEE**. The Board may, by a majority vote of all its members, discharge any committee from further consideration of any matter referred to the committee for general referral.
- H. MOTION TO CLEAR THE FLOOR**. If, in the judgment of the chairperson, there is a confusion of Parliamentary procedure existing, the chair shall have the right to request a "motion to clear the floor", which motion, if made and seconded, shall be undebatable, shall take precedence over all other motions, shall be forthwith put by the chair, and, if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn. The motion to clear the floor shall not be reconsidered; but its passage shall not limit the right of any member to move the reconsideration of any other matter in the same manner as, but for the passage of the motion to clear the floor, would be in accordance with these Rules.
- I. PUBLIC MEETINGS**. Board meetings shall be open to the public, as required by the Open Meetings Act, 1976 PA 267.
- J. COMMENTS FROM THE FLOOR**. Only members of the Livingston County Board of Commissioners shall be given the floor to speak during any Board meeting, except:
1. Anyone who desires to speak under subsections B.1.(e) and B.1.(j) of this article; and
 2. County officials and/or personnel may speak with the consent of the chairperson; and
 3. Any person, with the consent of the chairperson of the Board and/or a majority of the Board.
 4. Public comment shall be limited to no more than Three (3) minutes per individual and at the times designated as stated above, except where extended privileges are granted by the chairperson.

- VI -

ADMINISTRATION

- A. SIGNING OF DOCUMENTS**. The chairperson shall be the signatory of all contracts, bonds, and other documents which require the signature of the Board of Commissioners. In the event the chairperson is unable to perform such function, then the vice-chairperson shall act in his/her stead.
- B. NOTICE OF BOARD ACTION**. When the Board has acted upon a written request or demand for action presented to the Board from other than among its membership, the clerk shall promptly notify the person or agency making the request or demand of the Board's action thereon.

- C. **MINUTES.** A copy of the minutes of each Board meeting shall be prepared and mailed or delivered to each member of the Board as soon as possible immediately after each meeting of the Board. The County Clerk or his/her designee shall prepare minutes as required by the Open Meetings Act, 1976 PA 267.
- D. **RESOLUTIONS.** All resolutions finally adopted by the Board in each calendar year shall be consecutively numbered in the order of their adoption.
- E. **MEMBERS' MANUAL.** As soon as possible after the adoption of these Rules, each member of the Board shall be provided with a manual, with appropriate dividers, containing the following information:
 1. Names, addresses, and telephone numbers (home and business) of all Board members.
 2. The most current Board Rules, as amended.
 3. All County ordinances (excepting bonding ordinances).
 4. All Board resolutions of continuing effect which relate in any manner to County affairs.
 5. All statutory deadlines for action respecting taxes within the County.
 6. All statutory deadlines for Board action, other than respecting taxes.
 7. Said notebook or manual shall also include such other information as the Board, by resolution, from time to time, directs.

Each member of the Board shall be notified of changes in the above information and, from time to time, shall be provided with revised pages for the manual so that the information contained in the manual will be current.

- VII-
TITLES AND SUBTITLES

The titles and subtitles of these Rules, and the citations appended thereto, are for convenience only and shall not be considered as part of these Rules.

- VIII-
AMENDMENT TO AND EFFECTIVE DATE OF THESE RULES

- A. These Rules may be amended, suspended, or rescinded only by a majority vote of all of the commissioners-elect. They shall remain in effect until rescinded, amended, or suspended.
- B. Any amendment to these Rules, properly presented to the Board of Commissioners and adopted, shall take immediate effect unless otherwise stated by the Board at the time of adoption.
- C. *Roberts Rules of Order* shall apply when these Board Rules do not address an issue.

- IX -
CONCLUSION

To the extent that any of the Rules herein are contrary to statutory requirements, they shall be of no force and effect.

JANUARY 3, 2011

APPROVED & ADOPTED AS PRESENTED

RESOLUTION #2011-01-

S:\WP\Board of Commissioners\Board RULES\2011 Board Rules - DRAFT.doc

RESOLUTION

NO:

2011-01-004

LIVINGSTON COUNTY

DATE:

January 3, 2010

RESOLUTION TO APPROVE APPOINTMENTS TO LIVINGSTON COUNTY BOARDS AND COMMITTEES - BOARD OF COMMISSIONERS

WHEREAS, the terms of representative seats on the following Livingston County Boards and Committees have expired and/or been vacated; and

WHEREAS, the following appointments have been recommended:

SANITARY CODE BOARD OF APPEALS

Fred Buckner.....term expires 9/30/2014

VETERANS AFFAIRS COMMITTEE

Jim Pratt.....term expires 12/31/2014

DEPARTMENT OF PUBLIC WORKS

Michael Arens.....term expires 12/31/2013

Arthur McCleer.....term expires 12/31/2013

Terry Wilson.....term expires 12/31/2013

PARKS & OPEN SPACE ADV. COMMITTEE

Ron VanHouten.....term expires 12/31/2013

Mike Arens.....term expires 12/31/2013

Carol Griffith.....term expires 12/31/2013

Chris Folts.....term expires 12/31/2013

Michael Kelley.....term expires 12/31/2012

Robert Parker.....term expires 12/31/2012

James Sparks.....term expires 12/31/2012

Hist. Adv. Comm. Rep.....term expires 12/31/2012

ROAD COMMISSION

David Peckens.....term expires 12/31/2016

AREA AGENCY ON AGING

Maggie Jones.....term expires 12/31/2012

Jack LaBelleterm expires 12/31/2012 (ALTERNATE)

O.L.S.H.A.

Dennis Dolan.....term expires 12/31/2012

S.E.M.C.O.G.

Steve Williams.....term expires 12/31/2012

Jack LaBelleterm expires 12/31/2012

Reid Krinock.....term expires 12/31/2012 (ALTERNATE)

Kathleen Kline-Hudson.....term expires 12/31/2012 (ALTERNATE)

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby
approves the appointments and expiration dates referenced above.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

2011-01-005

LIVINGSTON COUNTY

DATE:

January 3, 2011

**RESOLUTION AUTHORIZING A BLANKET PURCHASE ORDER WITH MARQUE
AMBULANCE FOR AMBULANCE RE-CHASSIS – EMS / Health and Human Services /
Finance Committee**

WHEREAS, Livingston County EMS has a need to provide re-chassis EMS units; and

WHEREAS, per the Purchasing Policy, a competitive bid process was performed and Marque Ambulance was determined to be the most qualified vendor; and

WHEREAS, EMS will re-chassis 4 units per year; and

WHEREAS, the contract award will be for 2 years with an optional 3rd year; and

WHEREAS, the price per unit is \$80,000.00; and

WHEREAS, the blanket purchase order will not exceed \$320,000.00 per year; and

WHEREAS, the funds exist in the EMS budget for ambulance re-chassis.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves a Blanket Purchase Order be issued to Marque Ambulance, 1110 D.I. Drive, Elkhart Indiana, 46514 for an amount not to exceed \$320,000.00 per year for two years with an optional 3rd year .

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MOVED:
SECONDED:
CARRIED:

Ambulance Re-Chassis
RFP # LC-10-24

	CSI Emergency Apparatus	Marque Ambulance	Mercy Sales	Rescue Tech Sales & Service
Number of Years in service	10	19	19	2
Number of mechanics available for contract	3	7	6	1
Location of faililty where work to be performed	Grayling, MI	Elkhart, IN	Mt. Pleasant, MI	Bay City, MI
Experience with re-chasis of Marque units	No	Yes	Yes	Yes
Number of units done	0	100+	18	5
Guaranteed turn-around time in days	90	90	90	90
Experience with Road Safety	No	No	Yes	Yes
Any work sub-contracted out	yes - paint	yes - Road Safety install	yes - paint	yes - paint
Proposed Pricing per unit	\$68,505	\$79,995	\$85,000	\$74,000
Any exceptions ti bid	No	No	No	No
Total score from reviewers	500	518	502	446



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EMS

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

Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R. Boyd
Date: 12/16/2010
Re: Ambulance Re-chassis

The EMS department has been very successful to date with the ambulance re-chassis process. In moving forward to continue with this process purchasing assisted with a competitive bid process. Marque Ambulance was chosen as the most qualified vendor to enter into an agreement with to re-chassis the EMS units for the next 2 years with an option to add one additional year.

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

RESOLUTION

NO:

2011-01-006

LIVINGSTON COUNTY

DATE:

January 3, 2011

RESOLUTION AUTHORIZING ISSUANCE OF A BLANKET PURCHASE ORDER FOR OXYGEN FROM DIVERSIFIED MEDICAL - EMS / Health & Human Services Committee / Finance Committee

WHEREAS, it has been determined that there is a need for oxygen in all EMS emergency vehicles within the EMS Department; and

WHEREAS, Diversified Medical has been selected for the purchase of oxygen; and

WHEREAS, after the review of the vendor a blanket purchase order be approved for an amount not to exceed \$20,000.00; 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 approves a Blanket Purchase Order be issued to Diversified Medical, for oxygen from January 1, 2011 through December 31, 2011 and January 1, 2012 through December 31, 2012, for an amount not to exceed \$20,000.00 per year.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EMS

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

Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R Boyd
Date: 11/27/10
Re: Purchase of Oxygen

Attached is a resolution requesting a blanket purchase order for our oxygen through Diversified Medical. Livingston County EMS is currently purchasing oxygen from Diversified Medical at excellent pricing and would like to continue this arrangement in 2011. We evaluated our oxygen purchase in 2008 and have switched to Diversified Medical saving approximately \$20,000 annually from our previous vendor. Pricing has held steady since 2008 and service has been unwavering since 2008 and we would like to continue purchasing oxygen with Diversified Medical.

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

RESOLUTION

NO:

2011-01-007

LIVINGSTON COUNTY

DATE:

January 3, 2011

RESOLUTION AUTHORIZING ISSUANCE OF A BLANKET PURCHASE ORDER TO NORTH CENTRAL EMS COOPERATIVE FOR DISPOSABLE MEDICAL SUPPLIES - EMS / FINANCE

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

WHEREAS, in compliance with the Livingston County Purchasing Policy, North Central EMS Cooperative (NCEMSC) , of St Cloud, MN, has been selected for the purchase of numerous disposable medical supplies; and

WHEREAS, after the review of the vendor and products, Purchasing recommends that Blanket Purchase Order with NCEMSC, of St Cloud, MN, be awarded for a 2 year period from February 1 , 2011 through December 31, 2012 for an amount not to exceed \$100,000 per year; and

WHEREAS, funding for same is available through the EMS 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 a Blanket Purchase Order be issued to North Central EMS Cooperative, P.O. Box 2286, St. Cloud, MN 56302, for disposable medical supplies from February 1, 2011 through December, 31 2012, for an amount not to exceed \$100,000.00 per year.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EMS

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

Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R Boyd
Date: 11/27/10
Re: Purchasing Medical Supplies

Attached is a resolution requesting a blanket purchase order for our disposable medical supplies through North Central EMS Cooperative (NCEMS). Livingston County EMS is provided a free membership to NCEMSC through our membership in the Michigan Association of Ambulance Services. This Cooperative meets the requirement of the Livingston County Purchasing policy and allows us to purchase a large portion of our medical supplies at excellent pricing.

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

RESOLUTION

NO: 2011-01-008

LIVINGSTON COUNTY

DATE: January 3, 2011

RESOLUTION TO APPROVE APPOINTMENTS TO THE HUMAN SERVICES COLLABORATIVE BODY - Board of Commissioners

WHEREAS, representatives' seats on the Human Services Collaborative Body have expired and/or been vacated; and

WHEREAS, the following reappointments have been recommended:

HUMAN SERVICES COLLABORATIVE BODY

- Karen Bergbower... term expires 9/30/13
- Mike Harris..... term expires 9/30/13
- Charle Kline..... term expires 9/30/13
- Jennifer Ortman.....term expires 9/30/13
- Nancy Rosso.....term expires 9/30/13
- Bobette Schrandt.....term expires 9/30/13

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby
approves the reappointments and expiration dates referenced above.

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MOVED:

SECONDED:

CARRIED: