

GENERAL GOVERNMENT and HEALTH & HUMAN SERVICES COMMITTEE

1/10/2011

304 E. Grand River Avenue, Howell, MI

7:30 PM

AGENDA

1. **CALL MEETING TO ORDER**
2. **APPROVAL OF MINUTES**
Minutes dated: November 8, 2010
Meeting of December 13, 2010 cancelled due to county closing
3. **APPROVAL OF AGENDA**
4. **REPORTS**
MSU Extension - Matt Shane - New Proposed Master Operating Agreement
5. **CALL TO THE PUBLIC**
6. **RESOLUTIONS FOR CONSIDERATION**

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- 07 **Veterans**
RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT WITH THE DETROIT EDISON COMPANY AND MICHIGAN CONSOLIDATED GAS COMPANY TO ACCESS PROPRIETARY CUSTOMER RELATED INFORMATION- VETERANS AFFAIRS/Health & Human Services/Board
-
- 08 **Information Technology**
RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO ENTER INTO AN AGREEMENT TO SUPPLY INFORMATION TECHNOLOGY SERVICES TO HANDY TOWNSHIP – Information Technology / General Government / Finance
-
- 09 **Michigan Works**
REQUEST TO FILL VACANT ASSISTANT DIRECTOR POSITION
-
- 10 **Michigan Works**
RESOLUTION AUTHORIZING EXCEPTION TO HIRING FREEZE TO CREATE ONE PART-TIME ADMINISTRATIVE AIDE POSITION FOR MICHIGAN WORKS
-
- 11 **Airport**
RESOLUTION TO AMEND RESOLUTION 2010-07-203 WHICH AUTHORIZED A LEASE AGREEMENT WITH KEES, LLC TO CHANGE THE NAME OF THE TENANT TO VISTA PROPERTY SERVICES INCORPORATED, A MICHIGAN CORPORATION -- AIRPORT
-

- 12 Airport**
RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY
AEROANUTICAL FACILITIES BOARD TO ENTER INTO A CONSENT TO
MORTGAGE AGREEMENT WITH HAIGH INDUSTRIES, INC. AND
HENRY HAIGH INDIVIDUALLY ON BEHALF OF VISTA PROPERTY
SERVICES, INCORPORATED -- AIRPORT
-
- 13 Administration**
AUTHORIZE CREATION OF POSITION OF FINANCIAL OFFICER AND
CONFIRM APPOINTMENT OF CINDY MENDOZA - Administration/General
Government/Finance/Board
-
- 14 Administration**
RESOLUTION APPROVING THE FILLING OF A FULL TIME FINANCIAL
ANALYST POSITION with A PART TIME POSITION - Administration /
General Government Committee / Finance Committee / Full Board
-
- 15. CALL TO THE PUBLIC**
16. ADJOURNMENT

MEETING MINUTES

LIVINGSTON COUNTY

NOVEMBER 8, 2010 – 8:00 A.M.

ADMINISTRATION BUILDING - CONFERENCE ROOM 4
304 E. Grand River Avenue, Howell, MI 48843

GENERAL GOVERNMENT COMMITTEE

COMM. DOLAN **COMM. GRIFFITH** COMM. PARKER COMM. WILLIAMS (D)

OTHERS: JAY DRICK
 BRUCE HUNDLEY

MARK JOHNSON
MAGGIE JONES

DOUG BRITZ
BELINDA M. PETERS

1. **CALL TO ORDER:** Meeting called to order by: **COMM CAROL GRIFFITH** at **8:04 PM.**
2. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED OCTOBER 12, 2010:**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.
MOVED BY: DOLAN / SECONDED BY: PARKER
ALL IN FAVOR - MOTION PASSED

3. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
MOVED BY: PARKER / SECONDED BY: DOLAN
ALL IN FAVOR - MOTION PASSED

4. **REPORTS:** None.
5. **CALL TO THE PUBLIC:** None.
6. **RESOLUTIONS FOR CONSIDERATION.**
7. **CAR POOL: RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR ONE (1) VEHICLE AND BUDGET AMENDMENT**

RECOMMEND MOTION TO: FINANCE
MOVED BY: DOLAN / SECONDED BY: PARKER
ALL IN FAVOR - MOTION PASSED

8. **AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO A GRANT AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION TO FUND THE FINAL DESIGN OF THE TERMINAL BUILDING AND THE TERMINAL PARKING LOT**
9. **AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND ENTER INTO AN AGREEMENT WITH REYNOLDS, SMITH & HILLS (RS&H) OF FLINT, MICHIGAN FOR FINAL ARCHITECTURAL DESIGN OF THE TERMINAL BUILDING**
10. **AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AMEND THE AGREEMENT WITH R.W. ARMSTRONG OF LANSING, MICHIGAN TO INCLUDE DESIGN ENGINEERING OF THE TERMINAL PARKING LOT**

**RECOMMEND ALL THREE (3) AIRPORT MOTIONS TO: FINANCE
COLLECTIVELY MOVED BY: PARKER / SECONDED BY: DOLAN
ALL IN FAVOR - MOTION PASSED**

- Airport Manager, Mark Johnson, advised the Committee that a taxing accident had occurred at the Airport. Appears to be medical situation. No further information available at this time.

11. ADJOURNMENT:

**MOTION TO ADJOURN AT 8:16 PM.
MOVED BY: DOLAN / SECONDED BY: PARKER
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

CAROL SUE JONCKHEERE
RECORDING SECRETARY

RESOLUTION

NO.

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT WITH THE
DETROIT EDISON COMPANY AND MICHIGAN CONSOLIDATED GAS COMPANY
TO ACCESS PROPRIETARY CUSTOMER RELATED INFORMATION- VETERANS
AFFAIRS/Health & Human Services/Board**

WHEREAS, the Department of Veterans Affairs has a financial aid program funded by a millage to assist war-time veterans and their dependents who are in a position of needing help with their housing, utilities, medical, food, transportation and several other items as determined by the Department of Veterans Affairs Committee, and

WHEREAS, in order to assist war-time veterans and their dependents who are in a position of needing help the Department has a need to access proprietary customer related information from various agencies; and

WHEREAS, access to the Online Resource for Agencies Web site (“ORA”) would greatly enhance the services provided to the war-time veterans and their dependents.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Board Chair to sign said Agreement after final review and approval of civil counsel.

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Carl Pardon, Director
Date: November 24, 2010
Re: Access Agreement with DTE

When an applicant to our Relief Fund requests assistance with their utilities, the staff attempts to acquire the most current balance of that bill. In most cases, agencies that provide financial aid are given a direct line to a representative who can provide the information desired without being placed on hold or in a queue.

DTE does not provide that telephonic service but does allow access through the internet to acquire the desired information. This requires execution of their Access Agreement. This method of information gathering will speed up the process of providing aid to our veterans and their families.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO ENTER INTO AN AGREEMENT TO SUPPLY INFORMATION TECHNOLOGY SERVICES TO HANDY TOWNSHIP – Information Technology / General Government / Finance

WHEREAS, Handy Township has been added to the County owned fiber optic network; and

WHEREAS, Handy Township established the connection for the purpose of taking advantage of the information technology services of Livingston County; and

WHEREAS, after a thorough evaluation of the existing computer infrastructure and technical staffing it has been determined that Handy Township can be added to the system at no cost to the County for either hardware, software or staff; and

WHEREAS, Handy Township has paid for all engineering and technical services to connect their internal network to the County system; and

WHEREAS, a study done by the Livingston County Finance Department has determined that a fair price for the help desk, technical services and appropriate portion of the initial equipment and software costs is \$525.30 per year per computer; and

WHEREAS, Handy Township has agreed to enter into a two year agreement; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entry into a contract with Handy Township for the Livingston County Information Technology Department to provide technology services for a fee at the rate of \$525.30 per year per computer starting January 19, 2011 and continuing through January 18, 2013 with the contract being reevaluated before January 2013.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners is authorized to sign the Contract documents authorized by this Resolution upon review of Civil Counsel.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF INFORMATION TECHNOLOGY

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

Memorandum

To: Livingston County Board of Commissioners
From: Paul McNamara
Date: January 5, 2011
Re: Supplying technology services to Handy Township

Attached for your approval is a Resolution authorizing the Livingston County Information Technology Department to enter into an agreement to furnish technology services to Handy Township.

Since the middle of 2008 County IT has been working with the local area school districts, police and fire departments, and township to build a fiber optic network. The first phase of the network included connectivity to LESA and the Fowlerville and Howell school districts. In 2009, upon completion of the first phase of the network, we were able to enter into a contract to furnish Voice IP Telephony services to LESA.

During the second half of 2010 County IT has added virtual desktop technology and blade servers to the County's system. The combination of these two technologies allows our technicians to work establishing new machines, repair and update existing machines from our central data center. Virtual technology will reduce the amount of travel the technicians have moving up and down Grand River from complex to complex working on help desk tickets. Another benefit is that County IT can now furnish technical services to any location on the fiber optic network without leaving the central data center.

For the past several months the County IT Department has been working with Handy Township to devise a technology plan that will have Handy Township become a part of the County network. The plan will add 10 new machines to the County network and will afford the Township a level of security that they have not experienced in the past. Besides our backup and storage capacities the Township will become an integral part of our network with drive access to such programs as the GIS.

The Livingston County Finance Department has researched the cost of our computer network including the value of the hardware, software, maintenance, and technical staff support and determined that a fair price to Handy Township would be \$525.30 per year per computer. This is the same user fee that we charge County departments and is based on the same evaluation.

Handy Township has agreed to this figure and to enter into a two year agreement with Livingston County for IT services.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING EXCEPTION TO HIRING FREEZE TO REPLACE ONE (1)
FULL TIME ASSISTANT DIRECTOR – Michigan Works!**

WHEREAS, The position of Assistant Director, Michigan Works is vacant due to retirement, and

WHEREAS, The Michigan Works Department has determined the need to fill this vacancy in order to effectively manage the federal and state workforce grants administered by the County, and

WHEREAS, Funding for this position is approved and included in the 2011 operating budget,

WHEREAS, This position is entirely funded by grants.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes and approves the hiring of one (1) full time Assistant Director within Livingston County Michigan Works.

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MOVED:
SECONDED:
CARRIED:

MEMORANDUM

TO: Board of Commissioners

FROM: Bill Sleight, Director, Michigan Works

RE: Request to Fill Vacant Assistant Director Position

DATE: January 3, 2011

The Assistant Director position at Michigan Works will be vacant on January 21, 2011 due to the retirement of Jim LaPine after 19 years service to the County. This position is responsible for much of the grant management and compliance work of the department, including service provider procurement, monitoring, contract management, program evaluation, program planning, and grant writing. The Assistant Director is also the EEO/Grievance officer for the department, performs staff functions for the Workforce Development Council, and prepares most of the Department's resolutions for the Board of Commissioners.

This is a critical position in the department and our ability to effectively manage federal and state workforce grants will be compromised if it remains vacant. This position is entirely supported by grants and funding for it is allocated in the 2011 budget.

I have attached the "Request for Exception to the Hiring Freeze" and a draft resolution for your consideration.

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: **William Sleight, Director, Michigan Works!**

Title of Position to be Filled: *Assistant Director*

Salary: *Level M - \$50,741-\$64,278*

Annual Cost of Budgeted Position (incl. fringe benefits): *\$91,079 (2011 budgeted amount)*

Projected Cost for the next five years (incl. fringe benefits): *\$380,000 (assumes new employee begins at entry level and receives all step increases.)*

New Position/Classification Yes No

If No: Name of Employee Last Occupying this Position
James LaPine

When did the position become vacant?

January 21, 2011

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

Yes, we estimate it will take 30-60 days minimum to fill the position once it is posted. Further, there will be significant savings in compensation over budgeted levels since the previous employee was at the highest salary step.

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

The assistant director is a key management staff position responsible for handling many of the administrative functions of the department, including procurement of service providers, contract management, grant management, program planning, program monitoring, and similar grant compliance responsibilities. As one of only four professional staff in the department, this position is critical to meeting the county's responsibility to effectively manage the workforce grants awarded to the county. The position is 100% grant funded, and there is sufficient revenue from these grants to support the position.

2. Indicate if this is a mandated program/service by citing the act, rule, resolution, order, etc. that has necessitated this work. Also, if mandated, explain what effect this program/service has on current operations. If not mandated, outline the reason(s) for the department providing this task/work.

In 1991, the County of Livingston was designated by the State of Michigan as a service area for Michigan Works! programs and services. As such, it receives both federal and state workforce grants, and is responsible for the proper expenditure of the grant funds. While the federal Workforce Investment Act does allow the County to designate another entity to administer the program, the County would remain liable for the program. The County Board of Commissioners determined that since it was assuming the financial liability for the program, it was desirable to have employees under its direction and control responsible for administering the program. As a result, the Board of Commissioners created the department by resolution in July of 1991.

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

Jan., 2011 : 4 Jan., 2010 : 4 Jan., 2009: 4 Jan., 2008: 4 Jan., 2007 : 4
Please explain changes:

The department has maintained a permanent full-time staff of 4 employees since 2004, when a vacant account clerk position was unfilled. Since the summer of 2009, we have shared a temporary part-time (approx. 10 hrs/wk) account clerk with the Airport, to help us with increased transmittals, disbursements and other fiscal duties due to the receipt of ARRA funds, and higher allocations in our ongoing grants. That position terminated 12/29/10. We also hired a temporary office assistant in March 2010 to provide general clerical support and assist with new grant reporting requirements due to changes in federal and state policy. In 2011 we will request that this temporary part-time position be changed to a permanent part-time position, increasing our staffing level to 4.5 employees.

4. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within Livingston County? Identify all special skills, education and/or licensing requirements for the position.

This position requires specialized knowledge of federal regulations, grant management requirements and policy that can only be gained by years of experience in workforce development. It also requires a Bachelors degree (Master's preferred). Many of the functions of the position are directly related to compliance issues, which, if not handled in a timely and proper manner could lead to disallowed costs and audit exceptions. While other departmental staff can perform these functions, it is impossible for existing staff to absorb them without negatively impacting the department's ability to properly and effectively manage these grants. It is unlikely that any other county employees would have the expertise and/or time to perform the job.

5. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring?

Our administrative staff is already so limited that it would be difficult to increase the workload of existing staff without jeopardizing our ability to effectively manage these programs. Due to the national recession and to ARRA funding, our budgets have more than doubled since 2008. If the position were unfilled, we would need to contract with another Michigan Works agency, or with a private firm or individual to handle many of the compliance and monitoring aspects of the position.

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

*1) Contract with an individual, organization, or another Michigan Works! agency to perform some of the essential elements of the job such as compliance monitoring, program evaluation, grievances, and EEO. Train county procurement staff to handle all specialized procurements for workforce services.
2) Combine operations with another county department or function.
2) Merge with a neighboring Michigan Works! agency.*

7. What are the consequences of deferring the vacant position over the next several months and beyond?
We are currently managing more than 30 separate funding sources and \$5 million of grant funds with four professional staff. If we cannot quickly move to fill the position, we would undoubtedly fall behind on performing even our routine administrative functions, and would likely need to postpone or cancel a number of key initiatives and programs that are scheduled to begin this year. We would have difficulty meeting all the compliance and reporting requirements of the grants, which could result in increased monitoring and audit findings. Even if we are able to hire an experienced workforce program administrator within 30-60 days, it could be six months or more before the new employee is proficient in all aspects of the job. Delaying the hiring for even a few months could have a negative impact on departmental operations for a year or more.

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

Our 2011 administrative operating budget (personnel, rent, supplies, equipment, etc.) is about 25% higher than our 2008 operating budget, even though revenues have increased more than 100%. Much of the budget increase is attributed to increased charges for allocated county services due to our higher budget and activity levels. Personnel costs have increased less than 10% during that period, and, due to this vacancy, will actually decline in 2011 over 2010 actual expenditures. We are working with Mott Community College to lower IT and occupancy costs, and expect actual expenditures for rent to be about 25% lower than budgeted levels. We also have the ability to reduce contractor budgets, and to reduce the funds available for direct training of job seekers.

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

Currently, there are sufficient grant revenues to support the position. We have funded our administrative operating budget for 20 years with varying levels of grant funding by adjusting programs and services to reflect changing fiscal circumstances. Our philosophy has been to keep our administrative staff and operating budget at the lowest levels possible while ensuring that required work is accomplished and that the county's fiscal liability is minimized. We recognize that we will have lower grant revenues in the next several years, but still expect budgets to be sufficient to maintain current administrative staffing levels. About 90% of all grant revenues received by this department are contracted to other entities for case management services and program operations, or made available to eligible job seekers for tuition assistance, training and support services. As grant revenues fluctuate, we adjust the resources available to contractors and eligible job seekers to match the available revenue. We also aggressively pursue other grants and funding sources to increase our ability to meet the needs of job seekers and employers in the county.

10. Please provide additional information regarding the staff of this department (i.e. organizational charts, workflow chart, staff on leaves from work/job restrictions, employee training downtime, etc.) to determine the workforce available for accomplishing the necessary tasks/services.

Currently we have no staff on leave. A summary of the work assignments of the existing staff positions is attached.

11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? With local governments?

As stated previously, the County can choose to designate another entity to administer workforce programs, but it remains liable for all expenses. It is also possible to contract out some functions of the job to other entities or to eliminate the entire program by merging with a neighboring Michigan Works! agency.

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

The most likely components of the job which could be contracted out include program monitoring and evaluation, EEO and grievance administration, and possibly other grant compliance duties.

13. Are there other County employees with the skills and knowledge that can be transferred from another department thereby shifting the vacancy to another department where the position will not be filled?

I do not know of any other county employees who have the expertise needed for this position, however, when the position is posted we will give priority to any qualified county employee who applies.

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

We have used temporary part-time employees for routine clerical and accounting support for more than 18 months. However, it would be difficult to identify a candidate with the desired professional skills who would be willing to work on a temporary basis. Further, the demands of the position are ongoing, and it would be counter productive to continually hire and train temporary employees to handle the responsibilities of the job.

15. Has the use of part-time (less than 30 hours) employees been evaluated for feasibility and cost-effectiveness to accomplish the work? Please provide explanation(s).

At this time I think it is unlikely that we could attract the caliber of individual needed for the position with a part-time position. We expect that the most qualified candidates for this position will be current employees of other Michigan Works! programs. We do not believe that these individuals would be attracted to a part-time position. Further, we do not believe the work could be accomplished in 30 hours/week or less.

16. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)?

All current employees are FLSA exempt, so there is no compensation when we work more than 40 hours/week. Employees frequently show more than 40 hours on their time sheets and are willing to work additional hours if needed. However, it is unlikely that we could maintain an increased workload for a significant period of time without impacting performance.

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

The remaining departmental staff each have more than 20 years experience in the administration of workforce development programs so could perform most aspects of the assistant director's job with minimal training. However, none of the existing staff have the time to absorb these duties on a permanent basis.

SUMMARY OF POSITIONS – MICHIGAN WORKS DEPARTMENT

There are currently four permanent-full time county positions in the department:

The **Director** is responsible for overseeing all departmental services and operations. He/She supervises staff, handles external relationships with local, state and regional partners and is responsible for providing staff support to the Workforce Development Council. The director is responsible for ensuring that the programs and services both meet the needs of the community and comply with state and federal grant requirements. He is also oversees the financial administration of the department to include grants, budgets and various management reports.

The **Assistant Director** is the administrative staff position primarily responsible for ensuring that the department complies with federal and state grant requirements. The assistant director prepares grant applications for submission to the Workforce Development Council, the Board of Commissioners, and the state and federal government; manages the specialized procurement system for contracted service; develops contracts with service providers and monitors providers for compliance with contract and grant provisions. The assistant director also provides staff support to the Workforce Development Council, is responsible for program evaluation, and serves as the EEO/Grievance officer for all workforce programs. The Assistant Director also acts for the Director in his/her absence.

The **Business Manager** is the administrative staff position primarily responsible for developing and maintaining an accounting and fiscal reporting system that both complies with federal and state grant reporting requirements and is linked to the County fiscal system. He/she processes all transmittals, disbursements and cash requests for the department; tracks and reports all grant expenditures, and maintains a cost allocation system to properly charge overhead costs to the various grants administered by the department. The Business Manager prepares regular management reports for use by the Director and Workforce Development Council; assists with the preparation of the department's budget, and prepares for audits and monitoring. The Business Manager also serves as the Department's liaison with the IT department, and troubleshoots most routine IT issues.

The **Services Coordinator** is responsible for coordinating services to employers and job seeker customers for the department. He/she serves as lead staff on various special programs and projects to include rapid response and WARN notification services. The Services Coordinator manages the department's quality initiatives by continually surveying customers to evaluate the level satisfaction and to recommend changes in services or programs better meet customer needs. The Services Coordinator also serves as the primary public affairs officer for the department, and promotes the positive image of the department in the community through use of various media, including print, broadcast, and web. He/she coordinates special events such as Job Fairs, awards ceremonies and similar events.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING EXCEPTION TO HIRING FREEZE TO CREATE ONE PART-TIME ADMINISTRATIVE AIDE POSITION FOR MICHIGAN WORKS

WHEREAS, The Michigan Works! Department has not had a permanent clerical support position since 2005,

WHEREAS, Since 2009, the Department has used temporary clerical staff to meet needs created by increased budget and program levels, and

WHEREAS, It has been determined that there is a need for a permanent, part-time administrative aide position for Michigan Works, and

WHEREAS, There sufficient funds in the Department’s 2011 budget for this position, and

WHEREAS, This position will be entirely funded by grants.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes and creates the permanent part-time position (21-29 hrs./wk) of Administrative Aide within Livingston County Michigan Works.

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MOVED:
SECONDED:
CARRIED:

EMPLOYEE NAME:

JOB TITLE: Administrative Aide

POSITION ID#:

EMPLOYEES SUPERVISED: None

IMMEDIATE SUPERVISOR:

TITLE OF IMMEDIATE SUPERVISOR: William Sleight

FLSA STATUS: Non-Exempt – Administrative Support

DEPARTMENT: Michigan Works!

LOCATION: Michigan Works! Office

EFFECTIVE:

GRADE:

RANGE:



SUMMARY OF POSITION:

This class is responsible for providing clerical and administrative support activities in support of a department's operations.

ESSENTIAL FUNCTIONS:

1. Performs basic office duties, such as copying, filing, faxing, typing standard documents, preparing, sorting, and distributing mail and entering data.
2. Provides administrative support, such as coordinating meetings and agendas, editing and preparing newsletters, brochures and basic reports, updating and maintaining departmental website and social media presence, researching basic information, and providing related support.
3. Reviews, processes, and routes a variety of invoices, disbursements, files, forms, records, applications, and statements ensuring completeness and accuracy.
5. Enters and updates program and fiscal data on departmental and state databases.
6. Assists in the collection and analysis of program follow-up data to determine whether desired outcomes were achieved.
7. Reviews a variety of reports and documents for accuracy ensuring proper signatures, documentation, budget codes, deductions, payments, totals, disbursements, and related information.
8. Orders office supplies and other inventory for the department.
9. Provides routine customer assistance to citizens regarding department operations, programs, and services.

10. Maintains a variety of routine statistics and logs regarding department operations, inventory, budgets, billing, incidents, and other forms of data entry.
11. Performs other duties of a similar nature or level.

GENERAL DUTIES:

1. Will behave and communicate in a manner that promotes a positive work atmosphere.
2. Will maintain an awareness to provide a safe and healthy environment and will report all hazards and/or concerns.
3. Will participate in approved staff development activities, in-services and supervisory sessions.
4. Will adjust work schedule, with supervisory approval, to meet County needs.
5. Will accept other responsibilities and duties required by the supervisor consistent with the objectives and essential functions of this position. Such responsibilities shall be incorporated into the position description if they involve a lengthy commitment of time or are on going.
6. Will advise supervisor if actual practice (activity) begins to deviate significantly from specified essential functions.

SUPPLEMENTARY FUNCTIONS:

1. May represent Livingston County on internal/external committees or work groups to enhance service delivery or service planning.
2. May participate in community education activities.
3. May be required to participate in the periodic evaluation of services and service planning.
4. May receive and assist in resolving complaints or inquiries related to services provided by Livingston County.
5. Will participate in approved preparedness drills or emergency activities and will be available in the event of a county declared disaster or emergency.

LICENSING or CERTIFICATIONS:

- Michigan Drivers License and a good driving record

QUALIFICATIONS:

1. High School Diploma, or G.E.D., and
2. Two years of clerical experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of:

- General office principles and practices;
- Customer service principles;
- Basic mathematical and statistical principles.

Skill in:

- Providing customer service;
- Maintaining information;
- Operating a computer and applicable software applications;
- Performing general office activities;

- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Ability to maintain records, prepare reports and answer questions.
- Ability to maintain effective working relationships and productively serve as a member of a team with employees and the public plus have the ability to deal with problems courteously and tactfully.
- Must be able to maintain cooperative working relationships and possess good interpersonal skills and be able to work within a team structure.
- Must have ability to develop computer skills to manage implemented County documentation systems.

STAFF DEVELOPMENT/TRAINING:

- Prevention of Harassment in the Workplace
- Michigan Right to Know

WORKING CONDITIONS:

Physical Requirements:

- Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

CRITERIA FOR MERIT INCREASES:

- Has developed specific efficiencies in performance of duties.
- Exceeds performance objectives for the position.
- Demonstrates on-going skill development through readings, journals, etc.
- Initiates constructive ideas with supervisor for unit/position performance.
- Assumes constructive leadership role with co-workers.
- Assists in providing training to other staff, share skills with other staff.
- Functions willingly as a training consultant/resource to colleagues.
- Pursues appropriate certification/licensure.

I understand that failure to comply with all areas of this Position Description could result in disciplinary action. By signing below, I am indicating that I have read and understand all job requirements, agree to abide by them as written, and have received a copy of this document.

Signature of Employee

Signature of Supervisor

Date

Date

POSITION DESCRIPTION ESTABLISHED:

POSITION DESCRIPTION REVIEWED:

MEMORANDUM

TO: Board of Commissioners

FROM: Bill Sleight, Director, Michigan Works

RE: Request to Establish a Permanent Part-Time Administrative Aide position

DATE: January 4, 2011

Since 2005, Michigan Works has not had any permanent clerical support staff in the department. For the past 18 months we have used temporary clerical staff to help us manage the increased workload due to our increased budget levels and changing program requirements. We are now at the point where we have reached the normal time limits for temporary employees. However, our budgets and workloads continue to be at historically high levels and we have determined that there is still a need for clerical support in our department. As just one example, we are managing twice the number of grants and processing more than three times the number of accounting transactions this year than we did in 2006. We have invested a year training our current temporary employee and would like to retain her in a permanent part-time position of 21-29 hours per week.

There is sufficient grant funding to support this position for the foreseeable future, and we have included funds for the position in our 2011 budget. All of us in the department understand that our jobs are dependent on there being sufficient grant funding to support them.

I have attached the "Request for Exception to the Hiring Freeze," a draft job description and a draft resolution for your consideration.

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: **William Sleight, Director, Michigan Works!**

Title of Position to be Filled: *Administrative Aide*

Salary: *Level E or F – Part time -21-29 hrs/wk*

Annual Cost of Budgeted Position (incl. fringe benefits): *\$20,000*

Projected Cost for the next five years (incl. fringe benefits): *\$ 115,000*

New Position/Classification

Yes

No

If No: Name of Employee Last Occupying this Position

When did the position become vacant?

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

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

This position will provide general administrative support for the department.

2. Indicate if this is a mandated program/service by citing the act, rule, resolution, order, etc. that has necessitated this work. Also, if mandated, explain what effect this program/service has on current operations. If not mandated, outline the reason(s) for the department providing this task/work.

In 1991, the County of Livingston was designated by the State of Michigan as a service area for Michigan Works! programs and services. As such, it receives both federal and state workforce grants, and is responsible for the proper expenditure of the grant funds. While the federal Workforce Investment Act does allow the County to designate another entity to administer the program, the County would remain liable for the program. The County Board of Commissioners determined that since it was assuming the financial liability for the program, it was desirable to have employees under its direction and control responsible for administering the program. As a result, the Board of Commissioners created the department by resolution in July of 1991.

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

Jan., 2011 : 4

Jan., 2010 : 4

Jan., 2009: 4

Jan., 2008: 4

Jan., 2007 : 4

Please explain changes:

The department has maintained a permanent full-time staff of 4 employees since 2004, when a vacant account clerk position was unfilled. Since the summer of 2009, we have shared a temporary part-time (approx. 10 hrs/wk) account clerk with the Airport, to help us with increased

transmittals, disbursements and other fiscal duties due to the receipt of ARRA funds, and higher allocations in our ongoing grants. That position terminated 12/29/10. We also hired a temporary office assistant in March 2010 to provide general clerical support and assist with new grant reporting requirements due to changes in federal and state policy. It will be necessary to terminate this temporary employee in March, as she will reach her one-year time limit as a temporary employee. This request is intended to replace both temporary positions with a permanent part-time position. It is our intent to continue the existing temporary employee in the position. This request increase our staffing level to 4.5 employees.

4. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within Livingston County? Identify all special skills, education and/or licensing requirements for the position.

Existing staff are finding it much more difficult to perform essential but routine clerical and administrative support functions given increased workload due to budget increases and programmatic changes. While other departmental staff can perform these functions, it means that they will not have time to perform the higher level responsibilities of their job.

5. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring?

Our administrative staff is already so limited that it would be difficult to increase the workload of existing staff without jeopardizing our ability to effectively manage these programs. Due to the national recession and to ARRA funding, our budgets have more than doubled since 2008, and nearly all of the extra revenue is paid out to contractors, vendors and participants. In calendar year 2006 the department processed 3,870 accounting transactions and requested that the county issue 856 checks on our behalf. In 2009, we processed 14,673 transactions and requested 3,108 checks. In addition to the increased financial activity, we also have increased data entry and tracking responsibilities for our incumbent worker program, and have a need to increase our marketing and public relations activity. Our ability to hire temporary staff to help with duties made it possible to keep up with this activity. Since both temporary positions will be finished by March, we must either hire and train a new temporary employee, or maintain the existing employee by creating a permanent part-time position. Although we expect funding to decrease in the coming year, we do not expect the workload to decline proportionately, due to the number of participants we have in long term training programs, and due to changing programs and policies at the state and federal levels.

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

- 1) *Hire and train a new temporary employee every 6 months*
- 2) *Share a position with another county department.*
- 3) *Work with a staffing agency and/or contract work out to other entities*

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

We will likely not be able to process disbursements and claims on a timely basis, and other essential work of the department may also be delayed.

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

Our 2011 administrative operating budget (personnel, rent, supplies, equipment, etc.) is about 25% higher than our 2008 operating budget, even though revenues have increased more than 100%. Much of the budget increase is attributed to increased charges for allocated county services due to our higher budget and activity levels. Even if this position were created, our Personnel costs should decline in 2011 over 2010 actual expenditures due to a current vacancy in our assistant director's position. We are working with Mott Community College to lower IT and occupancy costs, and expect actual expenditures for rent to be about 25% lower than budgeted levels. We also have the ability to reduce contractor budgets, and to reduce the funds available for direct training of job seekers.

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

Currently, there are sufficient grant revenues to support the position. We have funded our administrative operating budget for 20 years with varying levels of grant funding by adjusting programs and services to reflect changing fiscal circumstances. Our philosophy has been to keep our administrative staff and operating budget at the lowest levels possible while ensuring that required work is accomplished and that the county's fiscal liability is minimized. We recognize that we will have lower grant revenues in the next several years, but still expect budgets to be sufficient to maintain these administrative staffing levels. About 90% of all grant revenues received by this department are contracted to other entities for case management services and program operations, or made available to eligible job seekers for tuition assistance, training and support services. As grant revenues fluctuate, we adjust the resources available to contractors and eligible job seekers to match the available revenue. We also aggressively pursue other grants and funding sources to increase our ability to meet the needs of job seekers and employers in the county. All employees in this department know that their positions are grant funded and that the positions will be eliminated if the grant funding is not sufficient to support them.

10. Please provide additional information regarding the staff of this department (i.e. organizational charts, workflow chart, staff on leaves from work/job restrictions, employee training downtime, etc.) to determine the workforce available for accomplishing the necessary tasks/services.

Currently we have no staff on leave. A summary of the work assignments of the existing staff positions is attached.

11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? With local governments?

As stated previously, the County can choose to designate another entity to administer workforce programs, but it remains liable for all expenses. It is also possible to contract out some functions of the department to other entities or to eliminate the entire program by merging with a neighboring Michigan Works! agency.

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

These are basic administrative support functions which are difficult to contract out. We could hire through a staffing agency but cost savings, if any, would be minimal.

13. Are there other County employees with the skills and knowledge that can be transferred from

another department thereby shifting the vacancy to another department where the position will not be filled?

It may be possible to share an employee with another county department. However, we have invested a year training the existing temporary employee and would like to retain her. Also, she has performed temporary work for the Human Resources Department for the last year or so and would be available to continue this on an as needed basis.

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

We have used temporary part-time employees for routine clerical and accounting support for more than 18 months. However, we have determined that the demands of the position will be ongoing, and it would be counter productive to continually hire and train temporary employees to handle the responsibilities of the job.

15. Has the use of part-time (less than 30 hours) employees been evaluated for feasibility and cost-effectiveness to accomplish the work? Please provide explanation(s).

We are requesting a part-time position. Before 2005 the Department had a full-time account clerk/office assistant position.

16. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)?

All current permanent employees are FLSA exempt, so there is no compensation when we work more than 40 hours/week. Employees frequently show more than 40 hours on their time sheets and are willing to work additional hours if needed. However, it is unlikely that we could maintain this increased workload for a significant period of time without impacting performance.

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

The remaining departmental employees have performed these duties on a regular basis since 2005 when our clerical support position became vacant. However, as stated above, our increased workload makes it extremely difficult for the existing staff to absorb these duties on a permanent basis.

SUMMARY OF POSITIONS – MICHIGAN WORKS DEPARTMENT

There are currently four permanent-full time and one temporary part-time positions in the department:

The **Director** is responsible for overseeing all departmental services and operations. He/She supervises staff, handles external relationships with local, state and regional partners and is responsible for providing staff support to the Workforce Development Council. The director is responsible for ensuring that the programs and services both meet the needs of the community and comply with state and federal grant requirements. He is also oversees the financial administration of the department to include grants, budgets and various management reports.

The **Assistant Director** is the administrative staff position primarily responsible for ensuring that the department complies with federal and state grant requirements. The assistant director prepares grant applications for submission to the Workforce Development Council, the Board of Commissioners, and the state and federal government; manages the specialized procurement system for contracted service; develops contracts with service providers and monitors providers for compliance with contract and grant provisions. The assistant director also provides staff support to the Workforce Development Council, is responsible for program evaluation, and serves as the EEO/Grievance officer for all workforce programs. The Assistant Director also acts for the Director in his/her absence.

The **Business Manager** is the administrative staff position primarily responsible for developing and maintaining an accounting and fiscal reporting system that both complies with federal and state grant reporting requirements and is linked to the County fiscal system. He/she processes all transmittals, disbursements and cash requests for the department; tracks and reports all grant expenditures, and maintains a cost allocation system to properly charge overhead costs to the various grants administered by the department. The Business Manager prepares regular management reports for use by the Director and Workforce Development Council; assists with the preparation of the department's budget, and prepares for audits and monitoring. The Business Manager also serves as the Department's liaison with the IT department, and troubleshoots most routine IT issues.

The **Services Coordinator** is responsible for coordinating services to employers and job seeker customers for the department. He/she serves as lead staff on various special programs and projects to include rapid response and WARN notification services. The Services Coordinator manages the department's quality initiatives by continually surveying customers to evaluate the level satisfaction and to recommend changes in services or programs better meet customer needs. The Services Coordinator also serves as the primary public affairs officer for the department, and promotes the positive image of the department in the community through use of various media, including print, broadcast, and web. He/she coordinates special events such as Job Fairs, awards ceremonies and similar events.

The temporary **Office Assistants** have provided general clerical support to the department for the past year. They have helped process invoices and disbursements, assisted with participant payroll, assisted with marketing and public relations activities, and performed data entry and other general clerical duties.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AMEND RESOLUTION 2010-07-203 WHICH AUTHORIZED A LEASE AGREEMENT WITH KEES, LLC TO CHANGE THE NAME OF THE TENANT TO VISTA PROPERTY SERVICES INCORPORATED, A MICHIGAN CORPORATION -- AIRPORT

WHEREAS, Resolution 2010-07-203 authorized a land lease agreement between Livingston County and KEES, LLC, a Delaware Corporation; and

WHEREAS, the tenant has requested the name on the lease be changed to Vista Property Services, which is a Michigan corporation; and

WHEREAS, all other terms of the lease agreement will remain unchanged.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners amend Resolution 2010-07-203 and the proposed lease agreement to Vista Property Services, which is a Michigan corporation, for the former Haigh hangar.

BE IT FURTHER RESOLVED the Chair be authorized to sign the Agreement as drafted by Civil Counsel.

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Moved:

Supported:

Carried:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF AIRPORT

3480 W. Grand River
Howell, MI 48855
Phone 517.546.6675 Fax 517.546.6656
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Mark D. Johnson
Airport Manager
Date: January 5, 2011
Re: Lease Agreement Name Change

This resolution is in regards to the sale of the Haigh Industries Hangar at the airport. Last July, the Board of Commissioners approved a lease agreement with KEES, LLC for the airport property previously leased by Haigh Industries. This lease agreement was completed prior to the closing of the sale of the hangar building from Haigh Industries to the new tenant. Due to the sale of the building not closing as of yet, the new lease has not been executed by either party.

During the negotiations between Haigh Industries and our new tenant KEES, LLC, the state of the incorporation of the new business became an issue as KEES, LLC is incorporated in the State of Delaware.

Vista Property Services, Incorporated is an established Michigan Corporation which will be substituted for KEES, LLC as the tenant. Both corporations are owned by the same individual.

No other terms of the lease agreement will be changed.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AEROANUTICAL FACILITIES BOARD TO ENTER INTO A CONSENT TO MORTGAGE AGREEMENT WITH HAIGH INDUSTRIES, INC. AND HENRY HAIGH INDIVIDUALLY ON BEHALF OF VISTA PROPERTY SERVICES, INCORPORATED -- AIRPORT

WHEREAS, Livingston County has entered into a land lease agreement with Vista Property Service, Inc. for property located at the Livingston County Airport; and

WHEREAS, the financial agreement permits Vista Property Services, Inc. to mortgage its leasehold interest in the leased premises; and

WHEREAS, Haigh Industries Inc. and Henry Haigh Individually intend to make a mortgage loan to Vista Property Services, Inc., which loan is to be secured in part by a mortgage on a building on the leased premises and desires certain agreements with the County concerning their rights as mortgagee and secured lender.

THEREFORE BE IT RESOLVED the Livingston County Aeronautical Facilities Board

recommends the Livingston County Board of Commissioners enter into a

Consent to Mortgage Agreement with Haigh Industries, Inc. and Henry Haigh

Individually on behalf of Vista Property Services, Incorporated.

BE IT FURTHER RESOLVED the Chair be authorized to sign the Agreement upon review by

Civil Counsel.

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Moved:

Supported:

Carried:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF AIRPORT

3480 W. Grand River
Howell, MI 48855
Phone 517.546.6675 Fax 517.546.6656
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Mark D. Johnson
Airport Manager
Date: January 5, 2011
Re: Consent to Mortgage Agreement

The sale of the Haigh Industries owned hangar to Vista Property Services, Incorporated, includes owner financing to the new tenant, Vista Property Services, Incorporated.

Due to the mortgage being for a building on leased property, additional protections are necessary to protect the mortgagee in the event of default by the mortgagor. This agreement provides protection to Haigh Industries Inc., a Michigan Corporation and Henry Haigh Individually, in the event of default on the loan agreement between Haigh Industries Inc. and Henry Haigh Individually and Vista Property Services, Incorporated.

This is the same Consent to Mortgage Agreement that was used to protect Comerica Bank and their interest in the hangar they financed for Construction Helicopters at the airport.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE CREATION OF THE POSITION OF FINANCIAL OFFICER AND CONFIRMING THE APPOINTMENT OF CINDY MENDOZA - ADMINISTRATION /GENERAL GOVERNMENT / PERSONNEL COMMITTEE / FINANCE COMMITTEE

WHEREAS, the Board of Commissioners adopted a management plan which recognized the need for professional management to more effectively and efficiently manage county government; and

WHEREAS, expanding the role of an existing employee and providing an appropriate adjustment avoids the larger expense of an additional position while at the same time securing the commitment to Livingston County; and

WHEREAS, Ms. Cindy Mendoza, Financial Analyst, has demonstrated the expertise, skills, ability, high level of organizational familiarity and, most importantly, the commitment to Livingston County necessary to have earned the opportunity to be appointed to the position of Financial Officer; and

WHEREAS, the General Government Committee of the Board of Commissioners, has thoroughly reviewed this matter and strongly concurs with the findings and recommendation the creation, and the confirmation of the appointment of Ms. Mendoza.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioner hereby authorizes the expansion of the duties and responsibilities of Cindy Mendoza, Financial Analyst into the position of Financial Officer.

BE IT FURTHER RESOLVED that the Board of Commissioners confirms the appointment of Ms. Cindy Mendoza as the Financial Officer effective immediately.

CURRENT ACTUAL POSITIONS	
POSITION TITLE	FULL -TIME #
County Administrator	1
Executive Administrative Assistant	1
Financial Analyst	.8
TOTALS:	2.8

REQUESTED POSITIONS	
POSITION TITLE	FULL -TIME #
County Administrator	1
Executive Administrative Assistant	1
Financial Officer	.8
Financial Analyst	SEE RES. #?
TOTALS:	2.8

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN

LIVINGSTON COUNTY ADMINISTRATION

304 E. Grand River Avenue - Suite 202
Howell MI 48843

TEL: (517) 546-8710
FAX: (517) 546-7266
MAIL: beters@co.livingston.mi.us

BELINDA M. PETERS
County Administrator

MEMORANDUM

TO: GENERAL GOVERNMENT COMMITTEE

FROM: BELINDA M. PETERS - COUNTY ADMINISTRATOR

RE: RECLASSIFICATION OF CINDY MENDOZA TO FINANCIAL OFFICER & REQUEST TO FILL VACATED FULL-TIME FINANCIAL ANALYST POSITION WITH PART-TIME POSITION

DATE: JANUARY 7, 2011

Over the past decade the Board of Commissioners has worked diligently to design an organizational structure to: more effectively and efficiently manage county government; provide long-term financial planning to insure a sustainable future consistent with available resources; and, insure compliance with Federal and State regulations and mandates. Unfortunately, the economic challenges of the past several years have caused major restructuring county-wide. Numerous positions have been eliminated, salaries/benefits have been redesigned, and departments have been consolidated, in order to reduce the cost of providing services. Livingston County continues its transition from an agrarian to a suburban community. It is extremely important for the County to maintain the continuity and effectiveness that it has created over the past.

The purpose of this memorandum is to request approval from the Board of Commissioners for minimal changes in order to maintain the progress gained and continue forward:

- Authorize the creation of the position of Financial Officer and confirm the appointment of Cindy Mendoza. Cindy will assume/continue the majority of my old duties and responsibilities thereby freeing my time to focus on operational issues. Cindy has actually been performing most of these duties since I was appointed Acting County Administrator in January 2010.
- Authorize a part-time Financial Analyst position (20 hours per week - without benefits). This position will assume Cindy's duties/responsibilities in the Sheriff's Office; thereby freeing her time to focus on county-wide financial issues.

The annual savings to the County for this reorganization is approximately \$150,000. The source of the savings is leaving vacant the Deputy County Administrator position and the cost differential between the prior County Administrator and the current.

Cindy Mendoza began her career with Livingston County in 2006 as a Financial Analyst in the Sheriff's Office. She has demonstrated her superior knowledge, skills and financial abilities to work successfully with Sheriff employees to:

- Prepare an annual budget that truly represents the actual cost of operations;
- Maintain spending limits within the Board's authorized budget;
- Eliminated audit comments regarding the jail inmate account; and
- Enhanced Sheriff employees knowledge regarding financial/accounting/purchasing/grant requirements.

Upon my appointment to Acting County Administrator in January, 2010, Cindy assumed accountability for the majority of my duties/responsibilities as Deputy County Administrator/Finance Officer. Once again she demonstrated her superior knowledge, skills and financial abilities with the annual financial audit; to interpret the complexity of all departments in

preparing the annual budget; assisting in negotiating labor agreements; assisting with implementation/costing of benefit plan changes; and, served as staff liaison to the Public Safety Committee.

Approving the position of Financial Officer and confirming the appointment of Cindy Mendoza not only reflects the Boards recognition of the efforts and abilities of an existing employee but its commitment to long-term vision and planning.

It is recommended that the Board adopt the attached resolutions which creates the position of Financial Officer, confirms the appointment of Ms. Cindy Mendoza and authorizes a part-time Financial Analyst position at 20 hour per week, without benefits.

Attached for your review and information is her resume and draft job description.

☞ ☞ ☞ ☞ ☞ ☞

BMP/csj

Attachments

S:\WP\Administration\Financial Officer 1-11.doc

LIVINGSTON COUNTY

CLASSIFICATION: FINANCIAL OFFICER

REPORTS TO: COUNTY ADMINISTRATOR / BOARD OF COMMISSIONERS

DEPARTMENT: COUNTY ADMINISTRATION

General Summary

Under the general direction of the County Administrator, handles the detailed analysis and periodic reporting of the County's financial status including the planning, coordinating and preparation of the County Budget. Manages the County's centralized purchasing activities. Monitors the financial and purchasing activities of the various departments and offices in the County for compliance with County policies and directives. Confers with those responsible for financial matters in the various departments and offices in the County in an attempt to resolve budgetary problems, to improve fiscal operations and to implement new or revised financial plans and/or procedures. Researches, develops or revises and then recommends the adoption of new or modified financial plans, policies and procedures based on new or changing circumstances. Reviews and analyzes financial/risk management implications and obligations associated with contracts, grants and other such financial/purchasing arrangements; and recommends Board action, as needed.

Essential functions

1. Plans, coordinates and prepares the County Budget including, but not limited to; establishing the budget calendar and procedures with target dates for completion, designing forms and worksheets to facilitate the collection of budget data, assisting departments with budget projections, making recommendations on funding levels per departmental requests, and preparing the final budget per the County Administrator's recommendation for submission to the Board of Commissioners.
2. Monitors appropriations of offices, departments and agencies funded by the County; analyzes revenues and expenditures, budget status and irregular circumstances which require budget amendments; reports periodically the status of budgets to the Board; and executes budget transfers as authorized by the Board.
3. Confers with departments and offices of the County to resolve budgetary problems, to improve fiscal operations, and to implement new or revised financial plans, policies and/or procedures.

4. Manages the County's centralized purchasing activities including supervising the employees assigned to the Purchasing area and recommending purchasing policies/ procedures to be adopted by the Board of Commissioners.
5. Prepares various summary reports and analysis on the data provided in the general ledger relative to budgeted projections, the financial activities of various accounts and funds, the status of the assets and liabilities maintained by the County, the current state of the capital improvement program/budget, and any existing financial policies/procedures.
6. Develops and implements an internal review of financial programs and controls, monitors the financial activities of the County for compliance with County plans and/or policies and recommends Board action, as needed.
7. Evaluates and advises the Board, through the County Administrator, on financial trends relative to expenditures and revenues; advises on alternative courses of action to maintain a balanced budget; and develops or revises necessary plans and procedures to achieve the appropriate financial outcomes.
8. Coordinates the County's annual audit process and implementation of audit comments.
9. Performs systems studies and cost-benefit analyses of current and proposed County operations/programs to provide necessary information relative to the adoption, continuation, modification or elimination of such operations/programs. Also researches best practices and performs system studies and cost -benefit analyses to provide recommendations on the adoption of applicable cost-saving measures.
10. Prepares and submits the required financial reports for Federal and State grants. As authorized, signs the pre-applications for grants.

Other Functions

1. Reviews pending legislation, evaluates its financial effect on County operations and coordinates the County's response accordingly.
2. Attends meetings of the Board of Commissioners and other committees, as needed.

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

Employment Qualifications

Minimum Qualifications - At the time of application, applicants must have:

1. Master's degree from an accredited college or university in business administration, public administration, accounting, or related degree. The designation of Certified Public Accountant (C.P.A.) may substitute for the Master's degree; and
2. Four (4) years of full-time professional work experience in a governmental organization with

primary responsibility for financial analysis, budget preparation, revenue/expenditure appraisal and financial reporting.

Applicants for this classification must submit to and successfully pass a criminal history investigation in accordance with departmental policy.

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

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

Physical Demands - Must be able to:

- Enter, manipulate and retrieve information from computerized systems.
- Efficiently and extensively utilize spreadsheets, printouts, financial reports, and other written financial and legal documents to complete the necessary monitoring, researching and analyses of information.
- Effectively communicate, orally and in writing, with a wide range of diverse people and groups.
- Work long days, into the evenings, as needed.
- Travel to and attend meetings at various locations, both in and outside the County.

Working Conditions - Must be able to:

- Research, analyze, synthesize and develop information upon which decisions can be made, plans can be set and/or action can be taken.
- Make sound decisions quickly and accurately, remaining calm during intense work periods.
- Plan and organize one's own work, as well as, the work of others.
- Work with multiple priorities and meet frequent work deadlines.
- Effectively handling situations that are unusual or sensitive and that requires the use of mature judgment and diplomacy.
- Persuade, convince and/or negotiate resolutions to problems and/or agreements to a course of action.

- Fairly and objectively judge competing needs, making relevant decisions accordingly.
- Patiently deal with difficult personalities and ensure professional treatment of all persons/groups having business with the County

FLSA Status: Exempt



CYNTHIA V. MENDOZA

OBJECTIVE

TO ADVANCE INTO A PROFESSIONAL MANAGERIAL POSITION THAT WILL ALLOW ME TO UTILIZE MY SKILLS, KNOWLEDGE, AND EXPERIENCE IN THE AREAS OF FINANCE, BUDGETING, ACCOUNTING, AND OPERATIONS.

EXPERIENCE

FEB 2006 – CURRENT

FINANCIAL ANALYST • COUNTY OF LIVINGSTON • Howell, MI

- Perform financial analysis, forecasts, research and reports for Deputy County Administrator, Board of Commissioners, and department Directors.
- Assist in preparation and administration of annual operating budget, monitor revenue and expense reports and initiate budget amendments as required.
- Assist with and participate in the annual audit by preparing Federal Awards report for the Single Audit, work with auditors on requests for information, and ensure filing requirements are met.
- Audit the financial processes of Departments and recommend change to Directors and Elected Officials as necessary to increase efficiency, reduce duplication of effort, and ensure proper controls are in place.
- Provide financial support and recommendations to various county departments with Sheriff Department as main assignment.
- Reduced general fund expenditures by over \$500,000 in the Sheriff Department through competitive bids for services and equipment, streamlining services, and monitoring expenditure activity.
- Negotiated and monitored vendor contracts and disputed payment for services not received in accordance with terms of contract.

JAN 2004–NOV 2005

FISCAL OFFICER • MID-REGION COUNCIL OF GOVERNMENTS • Albuquerque, NM

- Managed all areas of finance in the organization including accounts payable, accounts receivable, payroll, financial reporting and budget.
- Supervised staff of 5 including 4 Accountants and one IT Specialist.
- Implemented a new accounting system to accommodate a rapidly expanding organization which received contract awards that increased from \$2.5 million to \$94 million over a two year period.

DEC 1999 – JUN 2002

PRINCIPAL ACCOUNTANT • CITY OF ALBUQUERQUE • Albuquerque, NM

- Prepared monthly and quarterly financial reports and requests for cash to both federal and state awarding agencies.
- Assisted in the preparation of the City of Albuquerque's Annual Financial Report.
- Reconciled special revenue funds on a monthly basis and made adjusting entries as needed.
- Prepared bank reconciliations and standard monthly journal entries.

**FEB 1994- DEC 1999 BUDGET ANALYST • NEW MEXICO DEPARTMENT OF LABOR •
Albuquerque, NM**

- Managed the Department’s Budget and Financial Reporting Section overseeing a staff of 5 - 7.
- Prepared annual budget and monthly financial expenditure reports for all divisions of the Department.
- Oversaw the annual financial audit, worked with external auditors, program managers and division directors.
- Analyzed financial position of federal programs and made recommendations to program managers and division directors.

**JULY 1993-FEB 1994 FINANCIAL SPECIALIST • NEW MEXICO DEPARTMENT OF HEALTH •
Albuquerque, NM**

- Managed all aspects of accounts payable.

EDUCATION

**MASTER OF BUSINESS UNIVERSITY OF PHOENIX • 2010
ADMINISTRATION**

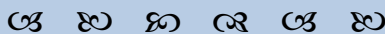
**BACHELOR OF NEW MEXICO STATE UNIVERSITY • LAS CRUCES, NM • 1993
ACCOUNTANCY**

PROFESSIONAL AFFILIATIONS

- Member of Government Finance Officer Association
- Member of Michigan Government Finance Officer Association

SKILLS & OTHER INFORMATION

- Strong working knowledge of GAAP and GASB requirements.
- Proficient in MS Office software, FARS, FASS, Sage MIP, and Harris.
- Strong communication, organizational and interpersonal skills



RESOLUTION

NO:

LIVINGSTON COUNTY

DATE: January 10, 2011

RESOLUTION APPROVING THE FILLING OF A FULL TIME FINANCIAL ANALYST POSITION with A PART TIME POSITION - Administration / General Government Committee / Finance Committee / Full Board

WHEREAS, County Administration has a need to fill one full-time Financial Analyst position with one part-time Financial Analyst position (20 hours per week, no benefits) assigned to the Sheriff’s Office; and

WHEREAS, for purposes of continuity, and to maintain the financial activities the Sheriff’s Office will function more efficiently if the Financial Analyst position is granted; and

WHEREAS, funding for same is available in the 2011 Budget in contingency; and

WHEREAS, this Resolution has been recommended for approval by the General Government Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves filling the vacant Financial Analyst position with one part-time Financial Analyst position (20 hours per week, no benefits) assigned to the Sheriff’s Office.

CURRENT ACTUAL POSITIONS	
POSITION TITLE	FULL -TIME #
County Administrator	1
Executive Administrative Assistant	1
Financial Officer	.8
Financial Analyst	0
TOTALS:	2.8

REQUESTED POSITIONS	
POSITION TITLE	FULL -TIME #
County Administrator	1
Executive Administrative Assistant	1
Financial Officer	.8
Financial Analyst (Sheriff Budget)	(0.5)
TOTALS:	2.8

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MOVED:

SECONDED:

CARRIED:

LIVINGSTON COUNTY
REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: BELINDA M. PETERS - COUNTY ADMINISTRATOR/BOB BEZOTTE - SHERIFF

Title of Position to be Filled: PART-TIME FINANCIAL ANALYST Salary: \$50,741.37 FULL TIME

Annual Cost of Budgeted Position: \$ 17,814 **Projected Cost for the next 5 years:**
\$ 89,070

New Position/Classification (Yes/No): No

If No: Name of Employee Last Occupying this Position: CINDY MENDOZA

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

Name of Employee on Leave:

Date of Expected Return:

When did the position become vacant? N/A

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

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

This specific position is responsible for analyzing and preparing a variety of financial and operational information for the SHERIFF'S DEPARTMENT. Please see Job Description attached.

- Indicate if this is a mandated program/service by citing the act, rule, resolution, order, etc. that has necessitated this work. Also, if mandated, explain what effect this program/service has on current operations. If not mandated, outline the reason(s) for the department providing this task/work.

This position is not mandated. However, due to the intricacies involved with the Sheriff's Department budget, a qualified Financial Analyst is needed to maintain proper accounting functions.

- Budgeted department head count for the past five years:

JANUARY 2006		JANUARY 2007		JANUARY 2008		JANUARY 2009		JANUARY 2010	
FULL	PART	FULL	PART	FULL	PART	FULL	PART	FULL	PART
4.20	0	4.20	0	4.20	0	4.20	0	2.75	0

Please explain changes: In 2008, one of the 2 Financial Analysts was hired as the Director of another department. Rather than hire a new person for that position, Administration, utilizing Job Splitting, reclassified 2 existing employees as part-time Financial Analysts. In 2010, the Deputy County Administrator/Financial Manager position was not filled and the Labor Relations Manager was combined with the Human Resources Director. The Financial Analyst's charge their time to the various departments that they work with so it is appropriate to show these as FTE's (full-time equivalents) in those Departments. Administration's head count is therefore reflected at 2.75 FTE's.

4. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within Livingston County? Identify all special skills, education and/or licensing requirements for the position.

Yes. Due to the intricacies involved with the Sheriff's Department funding, a qualified Financial Analyst is needed to maintain proper accounting functions. Please see the attached Job Description for Qualification, Knowledge / Skill Requirements.

5. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring?

Reassigning work to other staff is not a feasible option. This is a unique position at the Sheriff Department. The requirements are not easily duplicated and require a good understanding of accounting and budgeting processes. It is also imperative to have someone in this position with a good understanding of the general ledger, strong analytical skills and proficient in Excel.

6. Specifically list three reasonable options if your request to replace a position is denied.
- ① Redistribute workload– this could be challenging to staff that are already inundated with work
 - ② Recruit business student interns from Cleary University – may prove difficult. The level and extent of training involved require continuity which may be difficult to achieve with an intern.
 - ③ Work additional hours – although this position is FLSA exempt, it is unreasonable to expect this to continue over an extended period of time.
7. What are the consequences of deferring the vacant position over the next several months and beyond?

This position is responsible for budget preparation at the Sheriff Department which is one of the largest and most complex budgets in the County. If this position remains vacant the department budget may be deficient, time sensitive tasks will not be completed, increased probability of the department overspending line item budgets, reimbursement for grant expenses or policing services may not be received, grant opportunities may be missed and other tasks may accumulate.

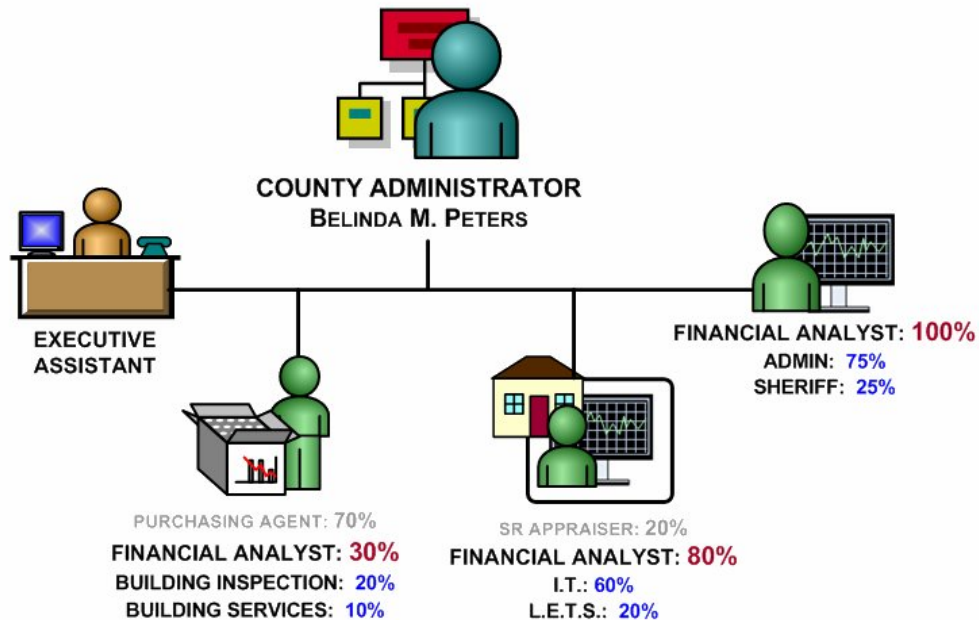
8. What budget saving measures has this department implemented? Have additional measures been identified?

County Administration has eliminated an Administrative Secretary and Deputy County Administrator position over the past few years. In 2009 the position of Labor Relations Manager was moved out of County Administration and consolidated with the Human Resources Director resulting in the elimination of a position for a total savings of over \$250,000.

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

Both the Sheriff Department and County Administration have made severe reductions to their staff. Eliminating additional positions is not an option at this time.

10. Please provide additional information regarding the staff of this department (i.e. organizational charts, workflow chart, staff on leaves from work/job restrictions, employee training downtime, etc.) to determine the workforce available for accomplishing the necessary tasks/services.



11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? With local governments?

Several key duties of this position are mandated including preparation of the annual budget; ensuring Department stays within the authorized budget and spending limits, and providing assistance with the County annual required audit. As mentioned above, due to the intricacies involved with the Sheriff's Department, a qualified Financial Analyst dedicated specifically to this department is needed.

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

See above explanation (No. 11)

13. Are there other County employees with the skills and knowledge that can be transferred from another department thereby shifting the vacancy to another department where the position will not be filled?

No.

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

The tasks required to be performed by this position are permanent and ongoing. Hiring temporary employees could jeopardize the flow and progression of the functions and tasks required of this position.

15. Has the use of part-time (less than 30 hours) employees been evaluated for feasibility and cost-effectiveness to accomplish the work? Please provide explanation(s).

Yes. This position is being requested as a 20 hour part-time with no benefits.

16. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)?

Yes, current staff is working overtime; however, overtime is not compensated as this is an exempt-position.

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

Cross trained Financial Analysts are utilized to the maximum level possible. However the intricacies of this position require a person dedicated at least 20 hours part time to sufficiently cover the work involved. This is a reduction in hours from the prior level of 32 hours per week of the original position.

EMPLOYEE NAME:

JOB TITLE: **FINANCIAL ANALYST**

POSITION ID#: **101.172-007**

EMPLOYEES SUPERVISED: **None**

IMMEDIATE SUPERVISOR: **Belinda Peters**

TITLE OF IMMEDIATE SUPERVISOR: **Financial Officer**

FLSA STATUS: **Exempt - Professional**

DEPARTMENT: **FINANCE** **LOCATION:** **Administration Building**

EFFECTIVE: **01/01/10****GRADE** **M** **RANGE:** **\$52,042 – 65,926**

WORKERS COMPENSATION CODE: **9410**

SUMMARY OF POSITION:

This class is responsible for analyzing and preparing a variety of financial and operational information.

ESSENTIAL FUNCTIONS:

1. Prepares, reviews, analyzes, and submits a variety of complex and/or special reports, reconciliation's, work papers, communications, schedules, tables, and/or statements to and from internal departments, financial institutions, and external agencies.
2. Assists in preparing and administering the County's budget, prepares related operational and financial reports, reviews and recommends budget levels and amendments, and consolidates related information.
3. Audits the processes, practices, and related operations of departments to eliminate inefficiencies, ensure proper controls are established, and recommends appropriate changes.
4. Analyzes and reviews financial data for compliance with County accounting policies and procedures and assists in developing related policies and procedures.
5. Analyzes, reconciles, and validates a variety of financial data and information.
6. Audits, compiles, calculates, and analyzes a variety of financial data and transactions.
7. Responds to audit requests or requests for information from other agencies that require a full working knowledge of accounting principles and practices.
8. Performs other duties of a similar nature or level.

GENERAL DUTIES:

1. Will behave and communicate in a manner that promotes a positive work atmosphere.
2. Will maintain an awareness to provide a safe and healthy environment and will report all hazards and/or concerns.
3. Will participate in approved staff development activities, in-services and supervisory sessions.
4. Will adjust work schedule, with supervisory approval, to meet County needs.



5. Will accept other responsibilities and duties required by the supervisor consistent with the objectives and essential functions of this position. Such responsibilities shall be incorporated into the position description if they involve a lengthy commitment of time or are on going.
6. Will advise supervisor if actual practice (activity) begins to deviate significantly from specified essential functions.

SUPPLEMENTARY FUNCTIONS:

1. May represent Livingston County on internal/external committees or work groups to enhance service delivery or service planning, i.e Transportation Coalition Council.
2. May participate in community education activities.
3. May be required to participate in the periodic evaluation of services and service planning.
4. May receive and assist in resolving complaints or inquires related to services provided by Livingston County.
5. Will participate in approved preparedness drills or emergency activities and will be available in the event of a county declared disaster or emergency.
6. May be assigned to special projects relating to automation or revamping of a manual or obsolete process

LICENSING or CERTIFICATIONS:

- Valid Michigan License and a good driving record.

QUALIFICATIONS:

1. Bachelor's Degree in Accounting or Finance and
2. *Three years of professional accounting experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.*

Knowledge of:

- Applicable local, state and federal laws, rules, and regulations;
- Governmental accounting procedures, practices, and guidelines;
- Auditing principles and practices;
- Financial and operational control practices and procedures;
- Generally Accepted Accounting Principles.

Skill in:

- Operating a computer and applicable software applications; particularly spreadsheets.
- Applying local, state and federal laws, rules, and regulations;
- Researching financial discrepancies;
- Preparing financial reports and documents;
- Analyzing and developing financial procedures;
- Applying accounting procedures and principles;
- Analyzing and interpreting financial information;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

STAFF DEVELOPMENT/TRAINING:

Prevention of Harassment in the Workplace

Michigan Right to Know

WORKING CONDITIONS:

Physical Requirements:

- Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Incumbents may be subjected to travel.
- May be exposed to hazardous materials found in a home or general office environment.
- Use of household cleaning products and disinfectants may be required.

CRITERIA FOR MERIT INCREASES:

- Has developed specific efficiencies in performance of duties.
- Exceeds performance objectives for the position.
- Demonstrates on-going skill development through readings, journals, etc.
- Initiates constructive ideas with supervisor for unit/position performance.
- Assumes constructive leadership role with co-workers.
- Assists in providing training to other staff, share skills with other staff.
- Functions willingly as a training consultant/resource to colleagues.
- Pursues appropriate certification/licensure.

I understand that failure to comply with all areas of this Position Description could result in disciplinary action. By signing below, I am indicating that I have read and understand all job requirements, agree to abide by them as written, and have received a copy of this document.

Signature of Employee

Signature of Supervisor

Date

Date

POSITION DESCRIPTION ESTABLISHED: 10/04
POSITION DESCRIPTION REVIEWED: 01/08