

FINANCE COMMITTEE

3/9/2011

304 E. Grand River Avenue, Howell, MI 48843

7:30 AM

AGENDA

REVISED

1. **CALL MEETING TO ORDER**
 2. **ROLL CALL**
 3. **APPROVAL OF MINUTES**
Minutes Dated: February 23, 2011
 4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
 5. **APPROVAL OF AGENDA**
 6. **REPORTS**
Community Mental Health Update
 7. **CALL TO THE PUBLIC**
 8. **RESOLUTIONS FOR CONSIDERATION:**
-
- 09 Sheriff**
RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT AND THE COUNTY OF LIVINGSTON TO RENEW THE CONTRACT WITH THE TOWNSHIP OF PUTNAM FOR LAW ENFORCEMENT SERVICES FROM AUGUST 1, 2010, THROUGH JUNE 30, 2013 - SHERIFF DEPARTMENT
-
- 10 Sheriff**
RESOLUTION AUTHORIZING EXCEPTION TO HIRING FREEZE TO REPLACE ONE (1) PART TIME OFFICE ASSISTANT – Sherif
-
- 11 LETS**
RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S. OPERATIONS MANAGER AND DRIVER TRAINER TO ATTEND THE F.T.A. DRUG AND ALCOHOL CERTIFICATION CLASS AND CONFERENCE IN ST. LOUIS, MO - L.E.T.S.
-
- 12 Circuit Court**
RESOLUTION APPROVING ADDENDA TO FELONY PUBLIC DEFENDER CONTRACTS IN THE CIRCUIT COURT
-
- 13 Administration**
RESOLUTION TO APPROVE THE REVISED STEP/MERIT PAY POLICY AND PERFORMANCE EVALUATION FORM
-
- 14 Information Technology**
RESOLUTION AUTHORIZING FIBER PROJECT EASEMENT

AGREEMENTS – Information Technology

- 15 Information Technology**
RESOLUTION AUTHORIZING THE PROSECUTOR’S OFFICE AND EAST
COMPLEX DEPARTMENTS TO UPGRADE TO LASERFICHE AVANTE –
INFORMATION TECHNOLOGY
-

- 16. MISCELLANEOUS CLAIMS**
17. COMPUTER PRINTOUT (attached)
18. DISCUSSION
 A. 2011 Project/Programs List
 B. OLSHA - CSBG Concerns
19. CLOSED SESSION
 Pending Litigation - Suzich
20. ADJOURNMENT

MEETING MINUTES

LIVINGSTON COUNTY

FEBRUARY 23, 2011

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

FINANCE COMMITTEE

COMM. DENNIS DOLAN

COMM. DAVID DOMAS

COMM. JAY DRICK

COMM. CAROL GRIFFITH

COMM. MAGGIE JONES

COMM. JACK LA BELLE - FINANCE CHAIR

COMM. JIM MANTEY

COMM. RON VAN HOUTEN

COMM. STEVE WILLIAMS - ☎

JANINE DUNNING

KEVIN WILKINSON

ELAINE BROWN

JEFF BOYD

DOUG BRITZ

CANDY ATKINS

DIANE MCCORMICK

DAINNE HARDY

JAMIE PALMER

OTHERS:

BELINDA PETERS

KATHLEEN KLINE HUDSON

CINDY MENDOZA

JENNIFER PALMBOS

MARGARET DUNLEAVY

KATRINA MAXWELL

DEBBIE WARDEN

1. **CALL TO ORDER:** Meeting called to order by **COMM. JACK LA BELLE** at 7:35 AM.
2. **ROLL CALL.**
3. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED JANUARY 26, 2011 AND CLOSED SESSION**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.

MOVED BY: **MANTEY**

SECONDED BY: **JONES**

ALL IN FAVOR - MOTION PASSED

4. **TABLED ITEMS FROM PREVIOUS MEETINGS. None.**
5. **APPROVAL OF AGENDA: A. CONSENT AGENDA - RES. 10 THRU 17
B. REGULAR AGENDA - RES. 18 THRU 35**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.

MOVED BY: **WILLIAMS**

SECONDED BY: **GRIFFITH**

ALL IN FAVOR - MOTION PASSED

6. REPORTS: None

7. CALL TO THE PUBLIC: None.

8. APPROVAL OF CONSENT AGENDA ITEMS - **ROLL CALL**: A. CONSENT AGENDA: RES 10 - 17.

MOTION TO RECOMMEND ALL CONSENT AGENDA ITEMS TO THE: BOARD, AS PRESENTED.
MOVED BY: MANTEY
SECONDED BY: GRIFFITH
ROLL CALL: YEAS: DOLAN DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN
NAYS: NONE
MOTION: PASSED

9. RESOLUTIONS FOR CONSIDERATION: A. REGULAR AGENDA: RES 18 - 35.

10. AIRPORT: RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AMEND RESOLUTION #2009-11-326 AND THE AGREEMENT WITH R.W. ARMSTRONG TO INCLUDE THE DESIGN OF A SEWER LINE FOR THE TERMINAL RAMP AND TERMINAL BUILDING

RECOMMEND MOTION TO THE: BOARD
MOVED BY: MANTEY
SECONDED BY: GRIFFITH
 ALL IN FAVOR - MOTION PASSED
YEAS: DOLAN DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VAN HOUTEN
NAYS: NONE
MOTION: PASSED

11. BUILDING SERVICES: RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR HVAC SERVICES AS NECESSARY

RECOMMEND MOTION TO THE: BOARD
MOVED BY: MANTEY
SECONDED BY: GRIFFITH
YEAS: DOLAN DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN
NAYS: NONE
MOTION: PASSED

12. MEDICAL EXAMINER: RESOLUTION AUTHORIZING THE APPOINTMENT OF A NEW DEPUTY MEDICAL EXAMINER FOR LIVINSTON COUNTY

RECOMMEND MOTION TO THE: BOARD
MOVED BY: MANTEY
SECONDED BY: GRIFFITH
YEAS: DOLAN DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN
NAYS: NONE
MOTION: PASSED

13. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING THE PURCHASE OF SOFTWARE SUPPORT FOR CENTRAL SERVICES, JUVENILE/PROBATE COURTS AND COUNTY CLERK – WEST COMPLEX FOR 2011 WITH THE STATE OF MICHIGAN JUDICIAL INFORMATION SYSTEMS

RECOMMEND MOTION TO THE: BOARD
MOVED BY: MANTEY
SECONDED BY: GRIFFITH
YEAS: DOLAN DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN
NAYS: NONE
MOTION: PASSED

14. PUBLIC HEALTH: RESOLUTION AUTHORIZING THE ISSUANCE OF BLANKET PURCHASE ORDERS AUTHORIZING THE PURCHASE OF VACCINES FOR THE DEPARTMENT OF PUBLIC HEALTH

RECOMMEND MOTION TO THE: BOARD
MOVED BY: MANTEY
SECONDED BY: GRIFFITH
YEAS: DOLAN DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN
NAYS: NONE
MOTION: PASSED

15. PUBLIC HEALTH: RESOLUTION AUTHORIZING OUT OF STATE TRAINING FOR THE PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR

RECOMMEND MOTION TO THE: BOARD
MOVED BY: MANTEY
SECONDED BY: GRIFFITH
YEAS: DOLAN DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN
NAYS: NONE
MOTION: PASSED

16. LETS: RESOLUTION OF INTENT TO APPLY FOR FEDERAL SECTION 5316 JOB ACCESS AND REVERSE COMMUTE (JARC) FOR FY 2012

RECOMMEND MOTION TO THE: BOARD
MOVED BY: MANTEY
SECONDED BY: GRIFFITH
YEAS: DOLAN DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN
NAYS: NONE
MOTION: PASSED

17. LETS: RESOLUTION AUTHORIZING SPECIALIZED SERVICES CONTRACT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE COUNTY OF LIVINGSTON (L.E.T.S.) FOR FY 2012

RECOMMEND MOTION TO THE: BOARD
MOVED BY: MANTEY
SECONDED BY: GRIFFITH
YEAS: DOLAN DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN
NAYS: NONE
MOTION: PASSED

18. TREASURER: RESOLUTION TO AMEND RESOLUTION NO 1101-409 AUTHORIZING ACCEPTANCE OF PAYMENTS BY FINANCIAL TRANSACTION DEVICES IN LIVINGSTON COUNTY

RECOMMEND MOTION TO THE: BOARD
MOVED BY: MANTEY
SECONDED BY: GRIFFITH
 ALL IN FAVOR - MOTION PASSED

19. VETERANS: RESOLUTION TO APPROVE THE TRANSFER OF FUNDS FROM THE VETERANS RELIEF FUND TO THE GENERAL FUND

RECOMMEND MOTION TO THE: BOARD
MOVED BY: DOMAS
SECONDED BY: WILLIAMS
 ALL IN FAVOR - MOTION PASSED

20. MSU EXTENSION: RESOLUTION AUTHORIZING EXCEPTION TO HIRING FREEZE TO REPLACE ONE (1) ADMINISTRATIVE AIDE AT MSU EXTENSION OFFICE

RECOMMEND MOTION TO THE: BOARD
MOVED BY: WILLIAMS
SECONDED BY: DRICK
 ALL IN FAVOR - MOTION PASSED

21. **PUBLIC HEALTH:** **RESOLUTION AUTHORIZING THE EXPANSION OF A PART TIME SANITARIAN'S HOURS TO REPLACE THE VACANCY CREATED BY THE RESIGNATION OF A FULL TIME ENVIRONMENTAL SANITARIAN**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: WILLIAMS
SECONDED BY: DRICK
 ALL IN FAVOR - MOTION PASSED

22. **PLANNING:** **RESOLUTION TO EXPEND A PORTION OF THE LIVINGSTON COUNTY ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT AWARD**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: VANHOUTEN
SECONDED BY: DRICK
 ALL IN FAVOR - MOTION PASSED

23. **TREASURER:** **RESOLUTION TO BORROW AGAINST ANTICIPATED DELINQUENT 2010 REAL PROPERTY TAXES**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: GRIFFITH
SECONDED BY: MANTEY
 ALL IN FAVOR - MOTION PASSED

24. **CAR POOL:** **RESOLUTION AUTHORIZING CAPITAL EXPENDITURE (VEHICLES)**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: WILLIAMS
SECONDED BY: MANTEY
 ALL IN FAVOR - MOTION PASSED

25. **BOARD OF COMMISSIONERS:** **RESOLUTION AUTHORIZING THE EARLY REDEMPTION OF THE 2002 CAPITAL IMPROVEMENT BONDS DATED JULY 1, 2002**

RECOMMEND MOTION TO THE: BOARD INSERT COMMITTEE

MOVED BY: VANHOUTEN

SECONDED BY: WILLIAMS

ALL IN FAVOR - MOTION PASSED

26. **INFORMATION TECHNOLOGY:** RESOLUTION TO AUTHORIZE AND APPROVE THE PURCHASE OF CISCO VIDEO SURVEILLANCE EQUIPMENT AND IMPLEMENTATION FOR LIVINGSTON COUNTY

RECOMMEND MOTION TO THE: BOARD

MOVED BY: MANTEY

SECONDED BY: WILLIAMS

ALL IN FAVOR - MOTION PASSED

27. **INFORMATION TECHNOLOGY:** RESOLUTION AUTHORIZING WIRELESS LAN INSTALLATION TO THE EAST COMPLEX

RECOMMEND MOTION TO THE: BOARD

MOVED BY: MANTEY

SECONDED BY: WILLIAMS

ALL IN FAVOR - MOTION PASSED

28. **INFORMATION TECHNOLOGY:** RESOLUTION TO AUTHORIZE THE UPGRADE OF THE EXISTING CISCO UNIFIED COMMUNICATIONS (CALL MANAGER) AND THE EXISTING EMERGENCY RESPONDER (CER) THROUGH CDWG, INC.

RECOMMEND MOTION TO THE: BOARD

MOVED BY: WILLIAMS

SECONDED BY: DRICK

ALL IN FAVOR - MOTION PASSED

29. **EMERGENCY MEDICAL SERVICES:** RESOLUTION AUTHORIZING THE CONSTRUCTION OF THE LIVINGSTON COUNTY EMS PUBLIC SAFET COMPLEX

RECOMMEND MOTION TO THE: BOARD

MOVED BY: MANTEY

SECONDED BY: VANHOUTEN

ALL IN FAVOR - MOTION PASSED

- 30. EMERGENCY MEDICAL SERVICES: RESOLUTION TO POST THE NOTICE OF INTENT TO ISSUE BONDS BY THE COUNTY OF LIVINGSTON, MICHIGAN, AND TO AUTHORIZE THE APPOINTMENT OF BOND COUNSEL AND FINANCIAL ADVISOR**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: GRIFFITH
SECONDED BY: MANTEY
 ALL IN FAVOR - MOTION PASSED

- 31. EMERGENCY MEDICAL SERVICES: RESOLUTION AUTHORIZING AN AGREEMENT WITH WIELAND/DAVCO CORPORATION TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: MANTEY
SECONDED BY: VANHOUTEN
 ALL IN FAVOR - MOTION PASSED

- 32. EMERGENCY MEDICAL SERVICES: RESOLUTION AUTHORIZING LINDHOUT ASSOCIATES AS THE ARCHITECTURAL FIRM FOR THE LIVINGSTON COUNTY EMS PUBLIC SAFETY COMPLEX**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: VANHOUTEN
SECONDED BY: WILLIAMS
 ALL IN FAVOR - MOTION PASSED

- 33. EMERGENCY MEDICAL SERVICES: RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE COUNTY OF LIVINGSTON AND THE LIVINGSTON COUNTY AIRPORT ON BEHALF OF THE LIVINGSTON COUNTY EMS**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: MANTEY
SECONDED BY: WILLIAMS
 ALL IN FAVOR - MOTION PASSED

- 34. EMERGENCY MEDICAL SERVICES: RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH THE UNIVERSITY OF MICHIGAN BOARD OF REGENTS FOR THE SURVIVAL FLIGHT OPERATIONS**

RECOMMEND MOTION TO THE: BOARD

MOVED BY: MANTEY

SECONDED BY: WILLIAMS

ALL IN FAVOR - MOTION PASSED

35. EMERGENCY MEDICAL SERVICES: RESOLUTION AUTHORIZING WIELAND/DAVCO TO BEGIN PRELIMINARY SITE WORK AND REMOVAL OF THE STRUCTURES ON THE EMS TOOLEY ROAD PROPERTY

RECOMMEND MOTION TO THE: BOARD

MOVED BY: VANHOUTEN

SECONDED BY: MANTEY

ALL IN FAVOR - MOTION PASSED

36. MISCELLANEOUS CLAIMS

MOTION TO APPROVE THE MISCELLANEOUS CLAIMS DATED February 23, 2011.

MOVED BY: WILLIAMS

SECONDED BY: GRIFFITH

ALL IN FAVOR - MOTION PASSED

37. COMPUTER PRINTOUT

MOTION TO APPROVE THE 33-PAGE COMPUTER PRINTOUT DATED 2-23-11, IN THE AMOUNT OF \$720,122.85

MOVED BY: WILLIAMS

SECONDED BY: MANTEY

ALL IN FAVOR - MOTION PASSED

38. ADJOURNMENT:

MOTION TO ADJOURN AT 9:06 AM

MOVED BY: WILLIAMS

SECONDED BY: MANTEY

ALL IN FAVOR - MOTION PASSED

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT AND THE COUNTY OF LIVINGSTON TO RENEW THE CONTRACT WITH THE TOWNSHIP OF PUTNAM FOR LAW ENFORCEMENT SERVICES FROM AUGUST 1, 2010, THROUGH JUNE 30, 2013 B SHERIFF DEPARTMENT

WHEREAS, the Township of Putnam has requested Law Enforcement services from the Sheriff's Department during the period commencing August 1, 2010, and ending June 30, 2013, to include ONE Deputy Sheriff and vehicle, not less than Eight (8) hours per day and no more than Twelve (12) hours per day, on days mutually agreed upon by the Sheriff and the Township; and

WHEREAS, the Township of Putnam shall make quarterly payments to the County of Livingston no later than the fifteenth (15th) day of the month following the end of a quarter; and

WHEREAS, the Township of Putnam shall pay a total amount of \$215,006 during the contract period as follows;

\$64,445 for the period of August 1, 2010, through June 30, 2011;
\$73,444 for the period of July 1, 2011, through June 30, 2012; and,
\$77,117 for the period of July 1, 2012, through June 30, 2013.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the contract for Law Enforcement services with the Township of Putnam effective August 1, 2010, through June 30, 2013.

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

BE IT FURTHER RESOLVED that the Chair of the Board of Commissioners and Sheriff be authorized to sign future amendments for monetary and contract language adjustments of the above-referenced Agreement upon review by Civil Counsel.

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**MOVED:
SECONDED:
CARRIED:**



Livingston County Sheriff Department Memo

TO: Livingston County Board of Commissioners
FROM: Bob Bezotte
DATE: February 24, 2011
SUBJECT: Request to Renew the Contract with the Township of Putnam for
Law Enforcement Services from August 1, 2010 through June 30, 2013

The intent of this communication is to formally request the authorization for the Sheriff Department and the County of Livingston to renew the contract with the Township of Putnam for Law Enforcement Services from August 1, 2010, through June 30, 2011.

The Township of Putnam has requested Law Enforcement services from the Sheriff's Department during the period commencing August 1, 2010, and ending June 30, 2013, to include ONE Deputy Sheriff and vehicle, not less than Eight (8) hours per day and no more than Twelve (12) hours per day, on days mutually agreed upon by the Sheriff and the Township.

The Township of Putnam shall make quarterly payments to the County of Livingston no later than the fifteenth (15th) day of the month following the end of a quarter; and the Township of Putnam shall pay a total amount of \$215,006 during the contract period as follows;

\$64,445 for the period of August 1, 2010, through June 30, 2011;
\$73,444 for the period of July 1, 2011, through June 30, 2012; and,
\$77,117 for the period of July 1, 2012, through June 30, 2013.

If you have any questions or concerns, please do not hesitate to contact me at 540-7911.

Thank you for your consideration and support of this important adjustment to our operation.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING EXCEPTION TO HIRING FREEZE TO REPLACE ONE (1) PART TIME OFFICE ASSISTANT – Sheriff

WHEREAS, The Sheriff’s Department recently lost one (1) part time Office Assistant; and

WHEREAS, the Sheriff’s Department has determined the need to replace these positions in order to maintain an acceptable level of service to the citizens we serve; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes and approves the hiring of one (1) part time office assistant within the Livingston County Sheriff’s Department.

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MOVED:

SECONDED:

CARRIED:

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

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

Title of Position to be Filled: **Office Assistant (E)
One (1) Part Time** Salary: **\$25,466.01 annually
\$12,243.2 hourly**

Annual Cost of Budgeted Position: **\$13,720 (w/ benefits)**
Projected Cost for the next five years: **\$68,600 (w/ benefits)**

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

If No: Name of Employee Last Occupying this Position: **Jaimie Wagner**

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? **February 4, 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**

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 directs all incoming calls Monday thru Friday, 8:00 AM thru 4:00 PM (an average of 125 calls daily) in addition to interacting with lobby traffic (an average of 55 contacts per day). Lobby contacts include requests for law enforcement assistance, PBT's, property pick up (or delivery), vehicle release, court-ordered DNA testing, court-ordered fingerprints, applicant fingerprints, applications for handgun purchase permits, hand-gun registrations, payment of bonds, proofs of incarceration, sex offender registration, background checks for military, adoption and employment.

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.

Mandated services include fingerprinting, court-ordered DNA testing, hand gun purchase permits/registrations, sex offender registration, collection of bond payments, and delivery of personal property confiscated during investigations.

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

Part Time Civilian Positions:

Jan - 2007	Jan - 2008	Jan - 2009	Jan - 2010	Jan - 2011
0	0	0	6	6

Please explain changes:

Our full time civilian employee headcount was 12 in 2007. Due to lay-offs and attrition, the Board approved a headcount of 6 for part time civilian employees in the 2010 budget.

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 will not be feasible unless we assign Deputies and/or Corrections Officers to the above-mentioned tasks, consequently paying increased wages and benefits.

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?

We could pay a Deputy (\$26.6709 hourly wage) or a Sergeant (\$29.7322 hourly wage) to perform these functions. These figures do not include the increased cost of benefits. However, utilizing certified personnel to handle clerical tasks will compromise the safety and security of our Jail facility and our community.

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

We could pay a Deputy (\$26.6709 hourly wage) or a Sergeant (\$29.7322 hourly wage) to perform these functions. These figures do not include the increased cost of benefits. However, utilizing certified personnel to handle clerical tasks will compromise the safety and security of our Jail facility and our community.

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

We could pay a Deputy (\$26.6709 hourly wage) or a Sergeant (\$29.7322 hourly wage) to perform these functions. These figures do not include the increased cost of benefits. However, utilizing certified personnel to handle clerical tasks will compromise the safety and security of our Jail facility and our community.

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

Please refer to item 2. above

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

We cannot afford to lose additional civilian positions

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?

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

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

NONE

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

YES, as long as they comply with our hiring protocol

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

No, tasks are cyclical

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

We are requesting part-time employees

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)?

No. We have drastically cut our "service" hours

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

Yes, all civilian employees are cross trained



Livingston County Sheriff Department Memo

TO: Livingston County Board of Commissioners
FROM: Bob Bezotte
DATE: February 4, 2011
SUBJECT: Request for Exception to Hiring Freeze

The intent of this communication is to formally request an exception to the hiring freeze and authorization to hire one (1) part time Office Assistant (Grade E). This would allow us to fill a vacancy created by the termination of one (1) part time Office Assistant (Grade E).

Due to the decline in clerical support over the past several years, we cannot afford to lose additional civilian staff without re-assigning clerical duties to higher paid deputies and corrections officers.

If you have any questions or concerns, please do not hesitate to contact me at 540-7911.

Thank you for your consideration and support of this important adjustment to our operation.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S. OPERATIONS MANAGER AND DRIVER TRAINER TO ATTEND THE F.T.A. DRUG AND ALCOHOL CERTIFICATION CLASS AND CONFERENCE IN ST. LOUIS, MO – L.E.T.S.

WHEREAS, it is the policy of Livingston County that out of state travel be held to a minimum and usually only Department Heads are authorized any travel outside Michigan; and

WHEREAS, the Federal Transit Administration mandates every transit agency that is a direct recipient for Federal Funds to send their Drug and Alcohol Program administrator and Deputy Administrator to the 6th Annual FTA Drug and Alcohol Program Conference being held in St. Louis, Missouri April 4 –7, 2011; and

WHEREAS, Only one Drug & Alcohol program is being offered by the F.T.A. in CY 2011; and

WHEREAS, Federal and State grant funds are available and are approved for this use, along with fare box revenues, to pay 100% of the costs of attending this program.

THEREFORE BE IT RESOLVED THAT The Livingston County Board of Commissioners approves out of state travel for L.E.T.S. Operations Manager and L.E.T.S. Trainer to attend the Federal Transit Administration’s Drug and Alcohol Training and Certification Conference in St. Louis, Missouri from April 4 through April 7, 2011 with no funding being paid from the Livingston County General Fund or any other County funds.

BE IT FURTHER RESOLVED THAT there is no cost for the training itself, however, it is estimated that the total cost of lodging, County vehicle costs, and food is not to exceed One Thousand Five Hundred Dollars (\$1,500) and is included in the L.E.T.S. 2011 Budget.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF L.E.T.S.

3950 W. Grand River, Howell, MI 48855
Phone 517-540-7847 Fax 517-546-5088
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Doug Britz, L.E.T.S. Director
Date: February 28, 2011
**Re: RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR
L.E.T.S. OPERATIONS MANAGER AND DRIVER TRAINER TO
ATTEND THE F.T.A. DRUG AND ALCOHOL CERTIFICATION
AND CONFERENCE IN ST. LOUIS, MO. – L.E.T.S.**

Attached for your consideration and approval is a resolution to allow out of state travel for the Operations Manager and Driver Trainer to attend the 6th annual Federal Transit Administration (F.T.A.) National drug and alcohol training in St. Louis, Missouri, April 4 – April 7, 2011.

As a direct recipient of Federal Funds, Livingston Essential Transportation Service is responsible to administer and monitor the Federal Drug and Alcohol program and mandates attendance every year at the Drug and Alcohol certification program.

The Federal Transit Administration's annual conference is coming up and they have notified us that they recommend attendance by both our Primary and Back up Drug & Alcoholic Policy administrators. As with other departments within the County, we are looking toward the future and preparing to train for back up positions in all phases of our administration.

As was the case last year in Los Angeles, CA this F.T.A. training is limited, so we have made tentative plans to attend. Please note that the certification training and conference is at "No Cost" to Livingston County. Lodging, County vehicle cost, and food costs are at the attendee's (L.E.T.S.) expense. L.E.T.S. is a leader here in Michigan and nationally with its Drug and Alcohol policy and Katrina's knowledge, so much so that the FTA Administrator asked Katrina again this year to participate as a panelist in this year's certification program. Because of Katrina being selected, her lodging expense will be somewhat off-set by the FTA. In addition, L.E.T.S. also wins with having one premier Drug and Alcohol program in the United States.

According to FTA, this is the only training of its type currently being scheduled for 2011. The liability exposure on not following the Drug and Alcohol policy could be formidable. This is a certificate program which I think we should avail ourselves of. Further, it has been suggested by our Attorney for Transit Issues that we have a back up on staff to administer the various phases of the policy in the absence of the primary administrator.

The total cost of this training is Federal and State Grant eligible as an allowable expense and not to exceed One Thousand Five Hundred dollars (\$1,500). Thus all costs will be borne by Federal and State grant monies with any balance made up from local farebox revenue. L.E.T.S. did budget for this training in its 2011 budget.

Should you have any questions, I can be contacted at Ext. 7847 or 517-540-7847.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE ADDENDA TO FELONY PUBLIC DEFENDER CONTRACTS APPROVED BY THE BOARD OF COMMISSIONERS

WHEREAS, The Board of Commissioners adopted Resolutions 12/20/10 and 1/18/11 approving seven Felony Public Defender contracts for the Circuit Court.; and

WHEREAS, The Resolutions did not address a standard contract component from previous contracts and the Circuit Court has identified a new area of need for inclusion in the contracts as a result of representation of Woodlands Correctional Facility prisoners; and

WHEREAS, If a Felony Public Defender (contractor) appears for a Preliminary Examination Conference or a Preliminary Examination, but is replaced prior to the Preliminary Examination being conducted, or there being a waiver of the Preliminary Examination, the contractor shall receive \$100.00; and,

WHEREAS, A contractor assigned to represent a prisoner housed in the Woodlands Correctional Facility shall be reimbursed \$150 per case in addition to the approved case rate, to reflect the additional duties required of the contractor as Public Defender in these cases and the complexity of representing prisoners in these cases; 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 this Resolution amending the Felony Public Defender contracts for reimbursement of \$100.00 for replacement of a contractor prior to Preliminary Examination and for reimbursement of \$150 in addition to the approved case rate for representation in Woodlands Correctional Facility prisoner cases.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
CIRCUIT COURT – JUVENILE DIVISION

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

Memorandum

To: Livingston County Board of Commissioners
From: William H. Newhouse
Date: 2/23/2011
**Re: RESOLUTION APPROVING ADDENDA TO FELONY
PUBLIC DEFENDER CONTRACTS IN THE CIRCUIT
COURT.**

The Board of Commissioners approved Felony Public Defender contracts for seven contractors for 2011 and 2012.

The first element of the resolution articulates a contract provision inadvertently omitted from the contracts that reimburses a contractor \$100.00 when replaced prior to Preliminary Examination. This provision is a carry-over from previous contracts. The cost of this provision is already incorporated as part of the court's budget, as approved by the Board of Commissioners.

The second element is a new provision, brought about due to development of the Woodlands Correctional Facility, which is located at the Maxey Training School property. The court has been receiving felony complaints involving prisoners and anticipates that the number of complaints will increase as the facility reaches its maximum capacity. These cases involve dangerous offenders, are complex and require the contractor to perform duties beyond what is expected in other Public Defender cases. For example, contractors will be required to visit clients at the facility, interview Facility staff and other prisoners, schedule and review forensic evaluations, and perform other cases specific duties.

All costs of Public Defender representation in Woodlands cases, including the additional costs articulated in the Resolution are reimbursable by the State of Michigan pursuant to statute (MCL 800.452), incurring no new cost to the County.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE REVISED STEP / MERIT PAY POLICY AND PERFORMANCE EVALUATION FORM AND TO RESCIND RESOLUTION NO. 1105-437 – HUMAN RESOURCES (*Personnel 02/23/11; Finance 3/9/11; Full Board 3/21/11*)

WHEREAS, Resolution 1105-427 established the Merit Step policy and attached evaluation forms; and

WHEREAS, Resolution 2009-05-156 amended the policy to require “above good competent” performance for all step increases; and

WHEREAS, the policy and form were reviewed and amended in an effort to improve and simplify the step and merit evaluation process and form; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves this Resolution and adopts the revised Step / Merit Pay Policy and Performance Evaluation form.

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Jennifer Palmbos, Human Resources/Labor Relations Director
Date: March 21, 2011
Re: **RESOLUTION TO APPROVE THE REVISED STEP / MERIT
PAY POLICY AND PERFORMANCE EVALUATION FORM –
HUMAN RESOURCES**

Resolution 1105-427 established the Merit Step policy and evaluation forms. Since then, Resolution 2009-05-156 amended the policy to require “above good competent” performance for all step increases, effectively eliminating automatic step increases. In response to feedback, Human Resources reviewed the form and is suggesting changes in an effort to improve and simplify the step and merit evaluation process and form.

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

Livingston County Human Resources Policy Manual

Section: Compensation Subject: Step Increases / Merit Step Increases

A. POLICY

1. PURPOSE:

To establish policy and procedure that will develop and maintain a clear structure of job responsibility and work activity to ensure employees are aware of expectations for their position and determine eligibility requirements for step and merit adjustment steps. Will identify criteria by which employee's performance will be evaluated.

2. POLICY STATEMENT:

Job descriptions will identify criteria (eligibility requirements) that need to be attained prior to employees becoming eligible for merit increase steps.

For non-senior management employees eligible for step increases from six months to Step 6, the criteria used will include the following (see PAR form):

- Quality of Work
- Quantity of Work
- Attendance / Punctuality
-

For non-senior management employees eligible for Merit Steps 7 & 8, the criteria will include the following (see Performance / Merit Form):

- Job / Skill Knowledge
- Initiative / efforts in improving skills, department efficiencies.
- Judgment & Analytical Ability
- Productivity
- Teamwork and Flexibility
- Communication
- Efficiency / strives for simpler, faster or less costly ways to produce results.
- Customer Service
- Attendance / Punctuality

Senior Management:

Before authorizing an increase, the Elected Official/Department Head/County Administrator will evaluate the senior management employee based on the following criteria (for all steps).

Criteria for senior management employees, at a minimum, will include:

- Job / Skill Knowledge
- Initiative
- Judgment & Analytical Ability
- Productivity
- Teamwork and Flexibility
- Communication

- Efficiency / strives for simpler, faster or less costly ways to produce results.
- Customer Service
- Attendance / Punctuality
-

For part-time employees, eligibility for reaching a six-month step increase is based on 1040 hours and for one-year step increases, 2080 hours will be used.

The total amount of a step/merit award cannot exceed the annual budget allocation. Step/merit awards are subject to availability of funds. The new base salary of any employee may not exceed the maximum of the range for that classification.

The determination to award a step/merit step in no way affects an employee's at will employment relationship with the County. An employee is not guaranteed employment or compensation for a specified period of time. An employee or the County can terminate this at will relationship at any time.

3. APPLICABILITY:

Applies to all non-union employees excluding temporary, interns and elected officials.

4. DEFINITIONS:

Merit Increases – Salary advancement within a salary range to Step 7 or Step 8 based on meritorious performance. Meritorious job performance is defined as a consistently high level of job performance over a sustained period of time or the successful completion of a significant assigned project that had a major impact on the department or the County.

Cost of Living Adjustments – This is an across-the-board salary adjustment based on economic/market changes to the general level of wages to County employees to the pay structure. This adjustment is granted to every employee whose current rate of pay is at or below the salary range maximum of their assigned pay grade.

Step Increases – indicated on the Livingston County Salary progression plan and are not automatic. Employees may receive a one-step pay increase on their anniversary date after each year of employment. *Note: Per Resolution 2009-05-156 effective 1/1/10, all wage step increases for non-senior management employees from the six-month step through the six-year step require evaluation at the 'above good' performance level as noted on the PAR form.*

For senior management employees, all wage step increases from the six-month step through Step 8 require evaluation above the 'Exceeds Expectation' when evaluated on a whole based on the individual criteria as listed on the Performance / Merit Evaluation Form.

Senior management employees are identified as:

911 Director
 Airport Manager
 Animal Control Director
 Building Official
 Building Services Director
 EMS / ME Director
 Equalization Director
 Financial Officer
 Health Director
 HR / Labor Relations Director
 IT Director
 Job Training Services Director
 LETS Director

Planning Director
Veterans Affairs Director

5. REFERENCE AND LEGAL AUTHORITY:
6. SEE ALSO:
Policy: Position (Job) Description
Policy: Compensation/Classification Administrative Guidelines
Form: Performance / Step / Merit Evaluation Form
Form: Personnel Action Request
7. SUPERSEDES:
8. APPROVED BY:
Personnel Committee 02/23/11
Finance Committee 03/09/11
Livingston Board of Commissioners: 03/21/11
9. RESOLUTION:
10. REVIEW HISTORY: Rescinds Resolution No. 1105-437 Approved 11/21/05

B. PROCEDURE

Human Resources, with the aid and assistance of supervisors and employees, will be responsible for preparing and maintaining thorough position descriptions on all employees.

Each employee shall receive a written position description at time of hire and at every change thereafter. Each employee will review, sign and date their position description. Criteria for granting merit increase steps will be identified in each position description. Copies of the description will be kept in individual personnel files.

All position descriptions will be reviewed regularly by the immediate supervisor along with Human Resources to determine their continued accuracy, completeness, relevance and compliance with applicable laws. Position descriptions may be revised or altered at the sole discretion of Livingston County or appropriate elected official as a means of operational efficiency and the changing nature of conducting business.

Per Resolution No. 2009-05-156 and effective 01/01/10, all wage step increases require evaluation above 'Good' performance for non-senior management employees as evaluated on their PAR form.

Merit increases (Steps 7 & 8) may be initiated by the Elected Official/Department Head/County Administrator or the employee. The employee may petition their superior for a merit increase through a written narrative request. This request must be dated and signed by the employee. The employee may use the Performance / Merit Evaluation Form as a guideline for content to be included in the narrative submitted; however, the employee should feel free and is encouraged to include all relevant detail that would be considered favorably in awarding a merit step.

If their performance does not warrant a merit adjustment, in the discretion of the elected official, department head, or county administrator, their rate will be frozen until sufficient justification is documented. Merit adjustments may be granted by the elected official, department head or county administrator any time during the calendar year, generally on the employee's anniversary date. However, retro-activity will not usually be awarded.

Merit increases (at Steps 7 and 8) are not guaranteed and are based on meritorious performance. Meritorious job performance is defined as a consistently high level of job performance over a sustained period of time or the successful completion of a significant assigned project that had a major impact on the department or the County.

Effective 10/10/06, merit increases will not be awarded unless evidence of additional criteria has been identified and communicated to the employee. Additional criteria should be specific to the position being evaluated and go beyond the general expectations for the classifications. The

Elected Official/Department Head/County Administrator will complete a recommendation to support the merit award using the Performance Merit Evaluation Form.

If the merit step is denied, by the elected official, department head, or county administrator, the employee may reapply once additional criteria for eligibility are met. All requests for merit increases will be reviewed by Human Resources to ensure compliance with Board policy.

Senior Management Step Increases

Senior management employees will be evaluated once a year, generally on their anniversary date. The County Administrator will evaluate the employees on criteria as listed on the Performance Merit Evaluation Form. Annual step increases will not occur automatically without evidence that this occurred.

DRAFT

CURRENT OUTDATED POLICY
Livingston County Michigan
Human Resources Policy Manual

Section:	Compensation
Subject:	Merit Steps

A. POLICY

1. PURPOSE:

To establish policy and procedure regarding merit increases which can adjust employees' wages beyond the market maximum. Will develop and maintain a clear structure of job responsibility and work activity to ensure employees are aware of expectations for their position and determine eligibility requirements for merit adjustment steps. Will identify criteria by which employee's performance will be evaluated.

2. POLICY STATEMENT:

Job descriptions will identify criteria (eligibility requirements) that need to be attained prior to employees becoming eligible for merit increase steps. Before authorizing a merit increase, the Elected Official/Department Head/County Administrator will adopt criteria to support a merit step increase. Criteria for supervisory employees, at a minimum, will include:

- Developed specific efficiencies in the performance of duties.
- Exceeds performance objectives for the position.
- Demonstrates on-going skill development through readings, journals, formal education, attendance at seminars and conferences, etc.
- Initiates constructive ideas with supervisor for unit/position performance.
- Administers and monitors department budget within specifications outlined by the Board of Commissioners where total expenditures not exceed authorized budgetary amounts.
- Coordinates the activities of the department and its members forming a cohesive and effective team that can focus on accomplishing the organizations mission and purpose in an exemplary manner.
- Provides outstanding direction to the organization by setting an example of the conduct and work ethic expected of all employees.

Criteria for non-supervisory employees, at a minimum will include:

- Developed specific efficiencies in the performance of duties.
- Exceeds performance objectives for the position.
- 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.
- Demonstrates on-going skill development through readings, journals, formal education, attendance at seminars and conferences, etc.
- Initiates constructive ideas with supervisor for unit/position performance.

The employee must have been employed by the County for one year immediately preceding the effective date of the merit salary increase. One year must have elapsed since the employee's last step salary adjustment.

The total amount of a merit award cannot exceed the annual budget allocation. Merit awards are subject to availability of funds. The new base salary of any employee may not exceed the maximum of the range for that classification.

The determination to award a merit step in no way affects an employee's at will employment relationship with the County. An employee is not guaranteed employment or compensation for a specified period of time. An employee or the County can terminate this at will relationship at any time.

3. APPLICABILITY:

Applies to all non-union employees excluding temporary, interns and elected officials.

4. DEFINITIONS:

Merit Increases – Salary advancement within a salary range to Step 7 or Step 8 based on meritorious performance. Meritorious job performance is defined as a consistently high level of job performance over a sustained period of time or the successful completion of a significant assigned project that had a major impact on the department or the County.

Cost of Living Adjustments – This is an across-the-board salary adjustment based on economic/market changes to the general level of wages to County employees to the pay structure. This adjustment is granted to every employee whose current rate of pay is at or below the salary range maximum of their assigned pay grade.

Step Increases – indicated on the Livingston County Salary progression plan and are not automatic. Generally, employees receive a one-step pay increase on their anniversary date after each year of employment.

Senior management employees are identified as:

911 Director
Airport Manager
Animal Control Director
Building Official
Building Services Director
Community Corrections Manager
EMS/Ambulance Director
Equalization Director
Finance Officer
Health Director
Human Resources Director
IT Director
Job Training Services Director
Labor Relations Manager
LETS Director
Planning Director
Veterans Affairs

5. REFERENCE AND LEGAL AUTHORITY:

6. SEE ALSO:

Policy: Position (Job) Description

Policy: Compensation/Classification Administrative Guidelines

Form: Merit Step Evaluation/Recommendation

Form: Merit Step Evaluation/Recommendation for Supervisors & Senior Management Employees

Form: Personnel Action Request

7. SUPERSEDES:

8. APPROVED BY:

Personnel Committee 11/2/05

Finance Committee 11/10/05

Livingston Board of Commissioners: 11/21/05

9. RESOLUTION: No. 1105-437 (11/21/05)
10. REVIEW HISTORY:

B. PROCEDURE

Human Resources with the aid and assistance of supervisors and employees will be responsible for preparing and maintaining thorough position descriptions on all employees.

Each employee shall receive a written position description at time of hire and at every change thereafter. Each employee will review, sign and date their position description. Criteria for granting merit increase steps will be identified in each position description. Copies of the description will be kept in individual personnel files.

All position descriptions will be reviewed regularly by the immediate supervisor along with Human Resources to determine their continued accuracy, completeness, relevance and compliance with applicable laws. Position descriptions may be revised or altered at the sole discretion of Livingston County or appropriate elected official in conjunction with the Board of Commissioners as a means of operational efficiency and the changing nature of conducting business.

Merit increases may be initiated by the Elected Official/Department Head/County Administrator or the employee. The employee may petition their superior for a merit increase through a written narrative request. This request must be dated and signed by the employee. The employee may use the merit step evaluation form as a guideline for content to be included in the narrative submitted; however, the employee should feel free and is encouraged to include all relevant detail that would be considered favorably in awarding a merit step.

Effective 10/10/05, requests for merit increases must be accompanied with a completed Merit Step Evaluation/Recommendation Form or the Merit Step Evaluation Recommendation Form for Supervisory and Senior Management Staff Form along with a Personnel Action Form requesting the merit step.

If their performance does not warrant a merit adjustment, in the discretion of the elected official, department head, or county administrator their rate will be frozen until sufficient justification is documented. Merit adjustments may be granted by the elected official, department head or county administrator any time during the calendar year, generally on the employee's anniversary date. However, retro-activity will not usually be awarded.

Merit increases are not guaranteed and are based on meritorious performance. Meritorious job performance is defined as a consistently high level of job performance over a sustained period of time or the successful completion of a significant assigned project that had a major impact on the department or the County.

Effective 10/10/06, merit increases will not be awarded unless evidence of additional criteria has been identified and communicated to the employee. Additional criteria should be specific to the position being evaluated and go beyond the general expectations for the classifications. The Elected Official/Department Head/County Administrator will complete a recommendation to support the merit award using the Merit Step Evaluation/Recommendation Form or the Merit Step Evaluation Recommendation Form for Supervisory Staff along with a Personnel Action Form.

If the merit step is denied, by the elected official, department head, or county administrator, the employee may reapply once additional criteria for eligibility are met. All requests for merit increases will be reviewed by Human Resources to ensure compliance with Board policy.

Senior Management Step Increases

Senior management employees will be evaluated once a year, generally on their anniversary date. The County Administrator will evaluate the employees on their productivity, reliability, initiative, attitude, accuracy, judgment and learning ability. Annual step increases will not occur automatically without evidence that this occurred.

COUNTY OF LIVINGSTON POSITION ACTION REQUEST

Current Date _____

Type of Personnel Action: (Mark appropriate box. Explain in Remarks.)

- | | | | |
|---|---|---|-------------------------------------|
| <input type="checkbox"/> New Hire | <input type="checkbox"/> Transfer | <input type="checkbox"/> Salary Increase | <input type="checkbox"/> Other |
| <input type="checkbox"/> Reclassification | <input type="checkbox"/> Termination | <input type="checkbox"/> Change Number of | |
| <input type="checkbox"/> Reinstatement | <input type="checkbox"/> Leave of Absence | <input type="checkbox"/> Scheduled Work Hrs | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Rehire | <input type="checkbox"/> FMLA | <input type="checkbox"/> Change of | |

Employee	Department Select Department				
Fund-Dept & Line No.	Effective Date: _____				
Classification (Title):	Present New				
& Salary					
Grade Level/Step:	<table border="0" style="width: 100%; text-align: center;"> <tr> <td>Grade / Step</td> <td>Grade / Step</td> </tr> <tr> <td><input type="radio"/> Reg <input type="radio"/> Temp <input type="radio"/> Full <input type="radio"/> Part</td> <td><input type="radio"/> Reg <input type="radio"/> Temp <input type="radio"/> Full <input type="radio"/> Part</td> </tr> </table>	Grade / Step	Grade / Step	<input type="radio"/> Reg <input type="radio"/> Temp <input type="radio"/> Full <input type="radio"/> Part	<input type="radio"/> Reg <input type="radio"/> Temp <input type="radio"/> Full <input type="radio"/> Part
Grade / Step	Grade / Step				
<input type="radio"/> Reg <input type="radio"/> Temp <input type="radio"/> Full <input type="radio"/> Part	<input type="radio"/> Reg <input type="radio"/> Temp <input type="radio"/> Full <input type="radio"/> Part				
Employment Status:	<table border="0" style="width: 100%; text-align: center;"> <tr> <td><input type="radio"/> Union <input type="radio"/> NonUnion</td> <td><input type="radio"/> Union <input type="radio"/> NonUnion</td> </tr> </table>	<input type="radio"/> Union <input type="radio"/> NonUnion	<input type="radio"/> Union <input type="radio"/> NonUnion		
<input type="radio"/> Union <input type="radio"/> NonUnion	<input type="radio"/> Union <input type="radio"/> NonUnion				
Hours per week(Number)	Employee: <input type="radio"/> Exempt <input type="radio"/> NonExempt				
e-time Supervisor					
Department:	Select Department Select Department				
Name:					
Address:					
Telephone:					
Other:					
Comments/Considerations:					

Employee last occupying this position: _____

Evaluation by Supervisor: (Mark appropriate rating for each factor)

Factor	Excellent	Good	Average	Unsatisfactory	Poor
Quality of Work:					
Quantity of Work:					
Attendance:					

Would you rehire?: Yes No

<p>Evaluation Remarks:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Signed: _____</p> <p style="text-align: center;">Department Director</p> <p>Signed: _____</p> <p style="text-align: center;">Personnel Director</p> <p>Instructions: Complete and send original only to Human Resources. Once processed and approved, two copies will be returned: one is to be kept by the dept/2nd copy to employee</p>
<p>Use reverse side for more complete explanation and suggestion for further personnel development.</p>	

LIVINGSTON COUNTY
PERFORMANCE / MERIT EVALUATION FORM
(Required for Sr. Management – all steps and non-senior management steps 7 & 8)
(or can be used for any performance evaluation)

Employee Name: _____

Department: _____

Position: _____

Evaluator: _____

Evaluation Period: From: _____ To: _____

Performance Factor	Outstanding	Exceeds Expectation	Successful	Needs Improvement
Job Knowledge				
Initiative				
Judgment & Analytical Ability				
Productivity				
Team Work and Flexibility				
Communication				
Efficiency				
Customer Service				
Attendance & Punctuality				

Overall Assessment (Check ONE statement that best describes Employee's overall performance)

- | | |
|--|---|
| <p><input type="checkbox"/> Consistently performs above the requirements/expectations for the position: unequaled by most individuals in this position. <i>(examples must accompany a rating in this category)</i></p> <p><input type="checkbox"/> Generally exceeds the requirements/expectations for the position (Examples must accompany a rating in this category)</p> <p><input type="checkbox"/> Fully meets all requirements / expectations: characteristic of the performance expected for the position</p> | <p><input type="checkbox"/> Requires more supervision than should be necessary and/or does not meet requirements in one or more performance areas and/or performance is inconsistent. <i>(Examples should accompany a rating in this category)</i></p> <p><input type="checkbox"/> Fails to meet requirements/expectations for the position: requires substantial and immediate improvement. <i>(Examples must accompany a rating in this category)</i></p> |
|--|---|

Guidelines For Performance Evaluation

1. Job Knowledge Consider degree to which employee's job performance demonstrates knowledge of fundamentals, methods and procedures required on the job. *(Sr. Management: knowledge of department operations, industry, etc., knowledge obtained through continuous readings, journals, webinars, etc.)*
2. Initiative Does employee initiate work activities, seek responsibility, and make efforts to improve knowledge and skills? Does employee think along original lines, find new effective ways of doing jobs, and make suggestions for improvements. *(Sr. Mgmnt: also seeks partnership with other departments and organizations)*
3. Judgment and Analytical Ability To what extent does the employee seek clarification when unsure? Know when to consult and when to act independently? Keep supervisor informed of status and potential problems. Correctly determine work priorities and treat confidential information appropriately. *(Sr. Mgmnt: provides sound recommendations for resolution of problems)*
4. Productivity Consider volume of work consistently done in relation to the volume considered to be a standard requirement of the job. Consider frequency of need to overtime, and use of time during a normal workday. Consider accuracy, attention to detail, thoroughness and neatness. *(Sr. Mgmnt: also strives to develop employees to their highest capabilities)*
5. Teamwork and Flexibility To what extent does the employee help others, share knowledge or expertise with others? Respond and adapt positively to new ideas, requests and/or changing situations. Provide meaningful feedback and respond well to constructive criticism? *(Sr. Mgmnt: Coordinate the dept. and its members to form a cohesive and effective team that focuses on the accomplishments of the organization as a whole).*
6. Communication Consider whether employee demonstrates effective oral skills; presents information and expresses ideas in clear, concise, well-organized and grammatical prose when drafting letters, memoranda and other forms of written communication; listens attentively and provides appropriate feedback to ensure understanding. *(Sr. Mgmnt: openly and honestly conducts oneself according to the highest ethical standard)*
7. Efficiency Consider whether the employee strives for simpler, faster or less costly ways to produce results. Does the employee identify and correct wasteful practices and make correct decisions about the kinds and amounts of expenditures on behalf of clients? *(Sr. Mgmnt: Embraces change and strives to continuously improve department efficiencies)*

8. Customer Service
Consider whether the employee provides cooperative, responsive and courteous service to members of the public and co-workers. Does the employee exhibit a professional and courteous demeanor and respond positively/quickly to special requirements or circumstances. *(Sr. Mgmt: provides outstanding direction to the organization by setting an example of the conduct and work ethic expected of all employees)*

9. Attendance/Punctuality
Consider number of absences from work; whether employee keeps unplanned absences to a minimum. Does the employee report to work on time and follow lunch and break rules? *(Sr. Mgmt: goes above and beyond what may be expected and provides example to their team)*

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING FIBER PROJECT EASEMENT AGREEMENTS – INFORMATION TECHNOLOGY

WHEREAS, in Resolution #2010-04-141, Livingston County authorized the construction of the Public Safety Fiber Project to improve connectivity and the functionality of the 911 Emergency Computer Aided Dispatch System;

WHEREAS, Easements are desired from certain property owners to enable the County to go over, across and upon limited portions of privately-owned property for the purpose of the installation, maintenance, repair, alteration, inspection, operation, and testing of said fiber optic cable line; and

WHEREAS, Cohl, Stoker & Toskey has prepared a Limited and Restricted Easement form which satisfies the desires of all potential parties.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into said Limited and Restricted Easement Agreements with individual property owners for the consideration of One Dollar (\$1), respectively.

BE IT FURTHER RESOLVED that the Board Chair be authorized to sign any and all Easement Agreements required in this regard, as approved by Civil Counsel.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF INFORMATION TECHNOLOGY

304 E. Grand River Ave., Suite 101, Howell, MI48843
Phone 517 548-3230 Fax 571 545-9608
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Paul McNamara, IT Director
Date: March 2, 2011
Re: Easement Agreements

Attorneys for the County, Cohl, Stoker & Toskey, have drafted a Limited and Restricted Easement which allows the County's fiber project to proceed across privately-owned property.

The Board previously approved such Limited and Restricted Easement in Resolution #2011-02-051 with regard to property owned by Mr. William Cobb. The basic format of this Easement will become the template for future easements where needed on other parcels in the fiber project.

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

LIMITED AND RESTRICTED EASEMENT

This Agreement is made this _____ day of _____, 2011, by and between _____, whose address is _____ (hereinafter referred to as the "Grantor"), and the **COUNTY OF LIVINGSTON**, of 304 East Grand River Avenue, Suite 202, Howell, Michigan 48843, (hereinafter referred to as "County" or "Grantee").

WHEREAS, Grantor owns a parcel of property in the _____ City / Township _____ of _____, Livingston County, Michigan, which includes the Premises described in Exhibit A, attached and incorporated by reference, and

WHEREAS, the County desires to obtain a non-exclusive easement from the Grantor over, across and upon a limited portion of the Premises for the purpose of the installation, maintenance, repair, alteration, inspection, operation, and testing of a fiber optic cable line, identified as the Livingston Educational Service Agency County-wide Optical Fiber Project, Bid Package No. T1, (the "Project"), together with rights of access thereto, and

WHEREAS, Grantor has permitted Detroit Edison to enter upon the Premises to access and maintain certain utility poles installed upon the Premises; and

WHEREAS, the Grantor has agreed to allow the County to utilize the existing Detroit Edison poles for the Project upon the limited conditions set forth herein; and

WHEREAS, the parties hereto desire to enter into an Agreement for such a permanent non-exclusive easement for the limited purposes set forth herein.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. In consideration of One Dollar (\$1.00), receipt of which is acknowledged, the Grantor hereby grants, conveys and warrants to the County and its authorized agents a permanent non-exclusive easement for the specific purpose set forth herein, over, across and upon the Premises, according to the terms set forth herein.

2. The Grantor agrees that the easement granted herein is a permanent easement that shall constitute a burden upon the land and shall run with the land, and shall be prior and paramount to all rights of the Grantor, and that any sale of the Premises shall be subject to the easement granted herein.

3. The permanent easement granted herein is limited to the installation, maintenance, repair, alteration, inspection, operation, and testing of a fiber optic cable line for the Project for use by the County for public purposes, including public schools and/or fire departments within the County, and such rights of ingress and egress upon reasonable notice to the Grantor or successor as necessary for such purposes. However, no easement is granted for vehicle access on the Premises without the Grantor's permission.

4. The installation of the fiber optic cable under the permanent easement granted herein is restricted to placement of the cable upon the existing DTE utility poles on the Premises, or any replacement poles erected by DTE or its successor, at a height that is approximately 40 inches below the existing Detroit Edison line. The cable shall be maintained in a manner such that no part of it shall interfere with farm machinery or vehicles not exceeding Michigan's maximum legal vehicle height. If for any reason any such utility poles are moved, the County shall move the fiber optic cable to the new location at the County's sole expense. In the event the Project is abandoned by the County, the County shall remove the cable at the County's expense, and this easement shall become null and void. Abandonment shall mean and include any period exceeding six months where the fiber optic cable is not in use by the County, or any public school and/or fire department within the County.

5. The County agrees to repair, replace or restore any improvements, including landscaping, lawns, and plantings on the Premises that are damaged or destroyed due to the County's installation, maintenance, and repair operations. The County shall carry liability insurance sufficient to cover any potential damage to the Premises.

6. This easement shall not be deemed to grant the County any right to alter, change, trim or remove any trees, plants or landscaping upon the Premises, without notice to the Grantor. In the event a tree or branch comes in contact with the cable, or otherwise endangers the cable, the County shall notify the Grantor, and the Grantor shall have the option of trimming or removing the foliage that is a problem, or allowing the County to hand-trim such tree or branch. In the event the County performs the trimming, it shall use due care and minimize damage to such tree or branch to the extent possible.

7. This easement is permanent and shall be recorded as part of the legal description of the property, provided that the Grantor may record a notice of termination and abandonment, upon the abandonment of the Project by the County as described in paragraph 4 above.

8. This conveyance is exempt from real estate transfer taxes pursuant to MCL 207.505(a) and MCL 207.526(a).

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year first above written.

GRANTOR

By: _____

By: _____

STATE OF MICHIGAN)
COUNTY OF LIVINGSTON) ss.

Subscribed and sworn to before me, a Notary Public, this _____ day of _____, 2011,
by _____.

My Commission Expires: _____

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

GRANTEE: COUNTY OF LIVINGSTON

By: _____
Maggie E. Jones - Chairperson
Board of Commissioners

By: _____
Margaret Dunleavy - County Clerk

STATE OF MICHIGAN)
COUNTY OF LIVINGSTON) ss.

Subscribed and sworn to before me, a Notary Public, this _____ day of _____,
2011, by **MAGGIE E. JONES**, Chairperson, LIVINGSTON COUNTY BOARD OF COMMISSIONERS, and
MARGARET DUNLEAVY, COUNTY CLERK, on behalf of the County of Livingston.

My Commission Expires: 10.20.2013

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

DRAFTED BY:

TIMOTHY M. PERRONE (P37940)
COHL, STOKER & TOSKEY, P.C.
601 N. Capitol Ave.
Lansing, MI 48933

WHEN RECORDED RETURN TO:

COUNTY OF LIVINGSTON
304 East Grand River Avenue
Suite 202
Howell, MI 48843

EXHIBIT A

LEGAL DESCRIPTION

Land situated in the City / Township of _____, County of Livingston, State of Michigan, described as follows:

Tax Parcel No: _____

More Commonly Known as: _____

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE PROSECUTOR'S OFFICE AND EAST COMPLEX DEPARTMENTS TO UPGRADE TO LASERFICHE AVANTE – INFORMATION TECHNOLOGY

WHEREAS, the Prosecutor's Office is hereby requesting authorization to purchase Laserfiche Avante System for document imaging; and

WHEREAS, the equipment will be purchased through General Code per their quote dated January 24, 2011, for the total amount of \$84,601 ; and

WHEREAS, the implementation of the current version of laserfiche allowed the prosecutor's office to migrate towards a paperless office and permanently reduce staff; and

WHEREAS, the increased workflow capabilities of the software upgrade will allow the prosecutors office to provide information to defense attorneys through an automated process; and

WHEREAS, environmental health, drain, and building departments will use the software as a means to disseminate information to the public; and

WHEREAS, upgrading to this version of laserfiche will ensure that the county uses one imaging system as the drain will not have to purchase separate imaging software; and

WHEREAS, the estimated return on investment is just under two years for this project; and

WHEREAS, the funds for this project were placed into general fund contingency during the 2011 budget process.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the upgrade to Laserfiche Avante system from General Code for the prosecutor's office and others for a total cost not to exceed \$84,601; and

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize the transfer of funds from the general fund contingency to the appropriate departments to pay for the implementation of the project.

#

MOVED:
SECONDED:
CARRIED:

Livingston County
Capital Budgeting—Return-On-Investment (ROI) Analysis
February 16, 2011

Data cell key
User data entry or item description
Formula cells: Totals are calculated and filled in automatically.

Investment overview
Project name: General Code - Laserfiche Upgrade
Project sponsor: Prosecutor's Office
Date of request: 1/24/11
General description of benefits: This software upgrade will provide workflow capabilities in the prosecutors office and free up a considerable amount of time for several employees to work on other projects.

Cash flow and ROI statement				
BENEFIT DRIVERS	YEAR			
	0	1	2	3
Employee Time Savings		\$44,215	\$45,541	\$46,908
Elimination Of Current System Software Maintenance		8,560	8,988	9,437
Cost Avoidance				
Higher Upgrade Costs in the Future		0	15,000	17,500
Installing a separate Imaging System at Drain Office		15,000	1,500	1,500
Maintain Staff Reduction in Prosecutors Office		8,287	8,536	8,792
Improved Accuracy in Data Transmission		7,500	15,000	15,000
Revenue Received from Defense Attorneys		17,000	17,000	17,000
Total annual benefits		\$100,562	\$111,565	\$116,137
Implementation filter		50%	75%	95%
Total benefits realized		\$50,281	\$83,674	\$110,330

Costs	Year 0	Year 1	Year 2	Year 3
Total	\$94,601	\$16,049	\$16,851	\$17,694

Benefits	Year 0	Year 1	Year 2	Year 3
Annual benefit flow	(\$94,601)	\$34,232	\$66,822	\$92,636
Cumulative benefit flow	(94,601)	(60,369)	6,453	99,089

Discounted benefit flow	Year 0	Year 1	Year 2	Year 3
Discounted costs	\$94,601	\$15,582	\$15,884	\$16,193
Discounted benefits	0	48,816	78,871	100,967
Total discounted benefit flow	(94,601)	33,235	62,986	84,775
Total cumulative discounted benefit flow	(94,601)	(61,366)	1,620	86,395

Initial investment	Year 0	Year 1	Year 2	Year 3
Initial investment	\$67,640	\$0		
Implementation costs	22,500	0		
Ongoing support costs	14,590	16,049	16,851	17,694
Training costs	8,000	0		
Other costs	(18,129)	0		
Total costs	\$94,601	\$16,049	\$16,851	\$17,694

ROI measures				
Cost of capital	3%			
Net present value	\$86,395			
Return on investment		44%	101%	161%
Payback (in years)	1.90			

Personnel Savings	% of Maint Charged to Def Att
\$ 8,287.03	15.93%
\$ 8,287.03	
\$ 26,644.38	
\$ 28,870.84	
\$ 16,340.48	
\$ 88,429.77	
\$ 35,371.91	

Laserfiche Upgrade

	Totals		Document Indexing Automation			Redaction & Consecutive Page Numbering Automation							Public Portal (Inq only users, Def. Attorneys & Public Access)*	Prosecutors Application Interface #	Records Management Module ***	
	INCLUDES rightmost 3 columns	NOT INCLUDE rightmost column	Full Access User Counts / Base Software Costs	Inq Only Users	Scan Connect (required for "local" scanners)	Import Agent	Real Time Lookup Validation	Quick Fields	Zone OCR Validation	Annotation / Bates Numbering	Advanced Audit Trail	Integration Toolkit				Web Access (Full Access Users)
Base Cost	73,090	64,590	23,000		915	1,495	595	595	2,795	495	3,600	2,500	3,600	25,000	2,500	6,000
Support	16,460	14,590	5,060		202	429	132	132	616	110	792	825	792	5,500	550	1,320
On-Site Installation & Training	23,250	18,000	18,000													5,250
Project Management	1,500	1,500	1,500													
Software Credit (trade-in)	(18,129)	(18,129)	(18,129)													
Remote Services	1,000	1,000	1,000													
TOTAL	97,171	81,551	30,431	-	1,117	1,924	727	727	3,411	605	4,392	3,325	4,392	30,500	3,050	12,570
Building Department	6	6	2	4	1	6	6	6	6	6	6	6	2	4		
Circuit Court Probation	18	18		18		18	18	18	18		18			18		
District Court Probation	11	11	9	2	2	11	11	11	11	11	11	11	9	2		
Drain	11	11	2	9		11	11	11	11	11	11	11	2	9		
Environmental Health	12	12	1	11	1	12	12	12	12	12	12	12	1	11		
Prosecutor	26	26	22	4	6	26	26	26	26	26	26	26	22	4	3,050	12,750
Defense Attorneys	30	30		30							30			30		
Total Counts by Module	114	114	36	78	10	84	84	84	84	66	114	66	36	78		

User Upgrade Costs (includes Software Maintenance for 2011)

Building Department	4,683.77	4,683.77	1,690.61	-	111.70	137.43	51.93	51.93	243.64	55.00	231.16	302.27	244.00	1,564.10		
Circuit Court Probation	9,186.72	9,186.72	-	-	-	412.29	155.79	155.79	730.93	-	693.47	-	-	7,038.46		
District Court/DC Probation	11,679.03	11,679.03	7,607.75	-	223.40	251.95	95.20	95.20	446.68	100.83	423.79	554.17	1,098.00	782.05		
Drain	7,421.67	7,421.67	1,690.61	-	-	251.95	95.20	95.20	446.68	100.83	423.79	554.17	244.00	3,519.23		
Environmental Health	7,527.01	7,527.01	845.31	-	111.70	274.86	103.86	103.86	487.29	110.00	462.32	604.55	122.00	4,301.28		
Prosecutor Staff	43,786.25	31,216.25	18,596.72	-	670.20	595.52	225.02	225.02	1,055.79	238.33	1,001.68	1,309.85	2,684.00	1,564.10	3,050.00	12,570.00
Defense Attorneys	12,886.56	12,886.56	-	-	-	-	-	-	-	-	1,155.79	-	-	11,730.77		
Prosecutor Totals	56,672.81	44,102.81	18,596.72	-	670.20	595.52	225.02	225.02	1,055.79	238.33	2,157.47	1,309.85	2,684.00	13,294.87	3,050.00	12,570.00
	97,171.00	84,601.00	30,431.00	-	1,117.00	1,924.00	727.00	727.00	3,411.00	605.00	4,392.00	3,325.00	4,392.00	30,500.00		

2012 Estimated Annual Software Maintenance User Costs

Building Department	932.30	932.30	309.22		22.22	33.71	10.37	10.37	48.40	11.00	45.85	82.50	48.40	310.26		
Circuit Court Probation	1,842.26	1,842.26	-		-	101.12	31.11	31.11	145.20	-	137.56	-	-	1,396.15		
District Court Probation	2,252.91	2,252.91	1,391.50		44.44	61.80	19.01	19.01	88.73	20.17	84.06	151.25	217.80	155.13		
Drain	1,499.74	1,499.74	309.22		-	61.80	19.01	19.01	88.73	20.17	84.06	151.25	48.40	698.08		
Environmental Health	1,538.64	1,538.64	154.61		22.22	67.41	20.74	20.74	96.80	22.00	91.71	165.00	24.20	853.21		
Prosecutor Staff	7,483.97	5,426.97	3,401.44		133.32	146.06	44.94	44.94	209.73	47.67	198.69	357.50	532.40	310.26	605.00	1,452.00
Defense Attorneys	2,556.19	2,556.19	-		-	-	-	-	-	-	229.26	-	-	2,326.92		
Prosecutor Totals	10,040.15	7,983.15	3,401.44		133.32	146.06	44.94	44.94	209.73	47.67	427.96	357.50	532.40	2,637.18	605.00	1,452.00
	18,106.00	16,049.00	5,566.00		222.20	471.90	145.20	145.20	677.60	121.00	871.20	907.50	871.20	6,050.00		

Notes:

* Portal will be used by departmental inquiry users as well as the Defense Attorneys. Could be used as a public portal to allow public to obtain permitting documents. EH desires to make their documents available free of cost.

** Quick fields Agent module allows the following modules, Real Time Lookup Validation, Zone OCR Validation, Annotation/Bates Numbering; to be run at the server level, allowing a more automated process.

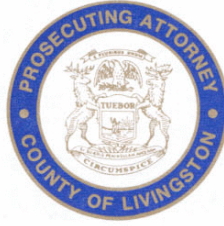
*** Records Management Module enables enforcement of retention schedule and automates the process as well. This really could only be used by the Prosecutor's Office

Prosecutor's Office may choose to have IT develop the interface.

We were able to reduce the number of FULL User licenses, but employing the use of the Import Agent in conjunction with the Quick Fields modules. This will allow any user (who has access) to place a scanned document into a "watched" folder. The import process takes care of indexing and simple filing of the document into Laserfiche.

	Yearly	Monthly		
per Defense Attorney:	429.55	35.80		
support per Defense Attorney:	85.21	7.10		
Current Maintenance Cost:	8,541.50	16,049.00	Difference	7,507.50

DAVID L. MORSE
Prosecuting Attorney



DANIEL GARBER, JR.
Chief Assistant Prosecutor

SHERI TAYS PUMMILL
Victim-Witness Coordinator

Office of the
PROSECUTING ATTORNEY
210 South Highlander Way • Howell, Michigan 48843
(517) 546-1850 • Fax (517) 546-0728

February 23, 2011

Dear Commissioners:

In 2007, this Office went to a paperless case file system using a software program called Laserfiche. As a result the operation of the office became more efficient and we were able to eliminate personnel positions resulting in substantial and on-going savings to Livingston County.

In 2011, we are proposing to upgrade the Laserfiche software to take advantage of changes made to that software that will enable us to become more efficient in our operations. Providing discovery to defendants is a substantial duty of the administrative staff. This project will make that responsibility more efficient, reduce the likelihood of errors and will keep an audit trail of a defense attorney's access to the discovery. This will reduce the wasted time of providing the same discovery on multiple occasions when a defense attorney claims they did not receive the discovery materials we have provided.

This upgrade will also allow us to develop "automated" workflow processes that will move cases more efficiently to those persons who need to see or act upon documents. This will insure that all who need to have input on a document will see it before the case is authorized.

The return on investment is expected to be less than two years. This will be accomplished through continued personnel savings and increased revenue generated by charging fees to defendants for providing discovery.

I appreciate your consideration of this proposal.

Sincerely,

David L. Morse

cc: Belinda Peters
Paul McNamara