

FINANCE COMMITTEE

4/27/2011

304 E. Grand River Avenue, Howell, MI 48843

7:30 AM

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - A: Minutes Dated: April 6, 2011
 - B: Closed Session Minutes Dated: April 6, 2011
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
5. **APPROVAL OF AGENDA**
6. **REPORTS**
7. **CALL TO THE PUBLIC**
8. **RESOLUTIONS FOR CONSIDERATION:**

09 Veterans
RESOLUTION APPROVING THE CREATION OF A FULL- TIME
VETERANS COUNSELOR POSITION IN THE VETERANS AFFAIRS
DEPARTMENT

10 Information Technology
RESOLUTION TO APPROVE A PURCHASE ORDER FOR A ONE-YEAR
SERVICE/MAINTENANCE AGREEMENT ON THE COURT RECORDING
SYSTEMS FOR THE LIVINGSTON COUNTY CIRCUIT, DISTRICT, IN
(HOWELL AND BRIGHTON), JUVENILE/PROBATE COURTS AND
FRIEND OF THE COURT - INFORMATION TECHNOLOGY

11 Circuit Court
RESOLUTION APPROVING OUT OF STATE TRAVEL FOR TRAINING
FOR JUVENILE COURT ATTORNEY REFEREE

12 Circuit Court
RESOLUTION AUTHORIZING EXECUTION OF SAFE HAVENS GRANT
MEMORANDUM OF UNDERSTANDING

13 Sheriff
RESOLUTION AUTHORIZING ATTENDANCE TO OUT OF STATE
TRAINING FOR SHERIFF DEPARTMENT TACTICAL TEAM - Sheriff
Department

14 Sheriff

RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO FILL ONE (1) FULL TIME VACATED ADMINISTRATIVE ASSISTANT (H) POSITION IN ORDER TO ASSIST IN THE EFFECTIVE AND EFFICIENT OPERATION OF THE ADMINISTRATIVE SERVICES DIVISION AS WELL AS CONSISTENT SUPERVISION OF SIX (6) PART TIME OFFICE ASSISTANTS

15 Sheriff
RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO FILL ONE (1) FULL TIME VACATED ADMINISTRATIVE AIDE (F) POSITION IN ORDER TO ASSIST IN THE EFFECTIVE AND EFFICIENT OPERATION OF THE DETECTIVE BUREAU AS WELL AS MAINTAIN THE INTEGRITY AND CONFIDENTIALITY OF ONGOING INVESTIGATIONS - Sheriff

16 Sheriff
RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO FILL ONE (1) VACATED FULL TIME OFFICE ASSISTANT (E) POSITION IN ORDER TO ASSIST IN THE EFFECTIVE AND EFFICIENT OPERATION OF THE RECORDS DIVISION AS WELL AS MAINTAIN THE INTEGRITY AND CONFIDENTIALITY OF PERMANENT RECORDS - Sheriff

17 Sheriff
RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO FILL ONE (1) PART TIME VACATED OFFICE ASSISTANT (E) POSITION – Sheriff

18 Sheriff
RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO FILL ONE (1) FULL TIME VACATED CORRECTIONS OFFICER POSITION – Sheriff

19 Community Corrections
RESOLUTION AUTHORIZING M.A.C.C.A.B. TO ACT AS FIDUCIARY IN ENGAGING IN A CONTRACT WITH LUMINOSITY - Community Corrections/Finance/Board

20 Treasurer
RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY TREASURER TO ESTABLISH 2010 DELINQUENT TAX FUND-Treasurer/Finance/Board

21 Building Services
RESOLUTION AMENDING RESOLUTION #2011-04-110 AUTHORIZING JAIL KITCHEN AND SHOWER FLOOR REPLACEMENT - BUILDING SERVICES

22 Circuit Court Administration
RESOLUTION AUTHORIZING AN AGREEMENT WITH MR. LEROY C. GOUGH TO PROVIDE ATTORNEY SERVICES FOR ADULT DRUG COURT

- 23. MISCELLANEOUS CLAIMS**
- 24. COMPUTER PRINTOUT (attached)**
- 25. CLOSED SESSION**
 - Pending Litigation: Gould
- 26. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

APRIL 6, 2011 - 7:30 A.M.

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

KEVIN WILKINSON

CINDY MENDOZA

DIANNE HARDY

TED WESTMEIER

OTHERS: SALLY REYNOLDS

MARGARET DUNLEAVY

JAMIE PALMER

BELINDA PETERS

CHRIS FOLTS

JEFF BOYD

JENNIFER PALMBOS

MARK JOHNSON

DEBBIE WARDEN

1. **CALL TO ORDER:** Meeting called to order by **COMM. JACK LA BELLE** at 7:36 AM.
2. **ROLL CALL.**
3. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED MARCH 23, 2011 AND CLOSED SESSION**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.

MOVED BY: WILLIAMS /SECONDED BY: DRICK

ALL IN FAVOR - MOTION PASSED

4. TABLED ITEMS FROM PREVIOUS MEETINGS. None.

5. APPROVAL OF AGENDA: A. CONSENT AGENDA - RESOLUTION 10 THRU 12.
B. REGULAR AGENDA - RESOLUTION 13 THRU 18.

MOTION TO APPROVE THE AGENDA, AS PRESENTED.

MOVED BY: MANTEY /SECONDED BY: WILLIAMS

ALL IN FAVOR - MOTION PASSED

6. REPORTS:

A. EMS FACILITY UPDATE:

- Jeff Boyd stated they are waiting for lease to be signed by U of M. Cannot sell bonds till signed.
- In the event the U of M drops out they will omit the services for helicopter and continue with all other plans.

B. AIRPORT ANNUAL REPORT:

- Mark Johnson gave an overview of the operations for the Airport in 2010. There was an increase in Jet-A sales and a decrease in T-hangar rentals.
- Design work for the aircraft ramp and parking lot to be done by July. Finalizing easements with property owners.

MOTION TO SEND AIRPORT ANNUAL REPORT TO BOARD

MOVED BY: WILLIAMS/SECONDED BY DOLAN

ALL IN FAVOR: MOTION PASSED

7. CALL TO THE PUBLIC: None.

8. APPROVAL OF CONSENT AGENDA ITEMS - **ROLL CALL**: A. CONSENT AGENDA: RESOLUTIONS 10 - 12.

MOTION TO RECOMMEND ALL CONSENT AGENDA ITEMS TO THE BOARD, AS PRESENTED.

MOVED BY: WILLIAMS / SECONDED BY: DOMAS

ROLL CALL: YEAS: DOLAN DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN

MOTION: PASSED

9. RESOLUTIONS FOR CONSIDERATION: A. REGULAR AGENDA: RESOLUTIONS 13 - 18.

10. MICHIGAN WORKS: RESOLUTION APPROVING THE WORKFORCE INVESTMENT ACT INCENTIVE GRANT PLAN **(CONSENT)**

RECOMMEND MOTION TO THE BOARD

MOVED BY: WILLIAMS / SECONDED BY: DOMAS

YEAS: DOLAN DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN

NAYS: DOLAN DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN

MOTION: PASSED

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

RECOMMEND MOTION TO THE BOARD

MOVED BY: WILLIAMS / SECONDED BY: DOMAS

YEAS: DOLAN DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN

NAYS: DOLAN DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN

MOTION: PASSED

12. **ADMINISTRATION:** RESOLUTION IN SUPPORT OF HOUSE BILLS 4148, 4149 & 4150 **(CONSENT)**

RECOMMEND MOTION TO THE BOARD

MOVED BY: WILLIAMS / SECONDED BY: DOMAS

YEAS: DOLAN DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN

NAYS: DOLAN DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN

MOTION PASSED

13. **ADMINISTRATION:** RESOLUTION AUTHORIZING THE CREATION OF A DEBT SERVICE SINKING FUND

RECOMMEND MOTION TO THE BOARD

MOVED BY: GRIFFITH / SECONDED BY: MANTEY

ALL IN FAVOR - MOTION PASSED

14. **PUBLIC HEALTH:** RESOLUTION AUTHORIZING USE OF THE NATIONAL ASSOCIATION OF COUNTIES (NACO) PRESCRIPTION DISCOUNT CARD FOR LIVINGSTON COUNTY RESIDENTS

RECOMMEND MOTION TO THE BOARD

MOVED BY: WILLIAMS / SECONDED BY: MANTEY

YEAS: DOLAN, DRICK, GRIFFITH, JONES, LABELLE, MANTEY, WILLIAMS, VANHOUTEN

NAYS: DOMAS

MOTION PASSED

15. **HUMAN RESOURCES:** RESOLUTION TO AUTHORIZE THE FILLING OF THE VACANT FULL-TIME BENEFITS SPECIALIST POSITION

RECOMMEND MOTION TO THE BOARD

MOVED BY: WILLIAMS / SECONDED BY: VANHOUTEN

ALL IN FAVOR - MOTION PASSED

16. BUILDING SERVICES: RESOLUTION AUTHORIZING THE EXCEPTION TO THE HIRING FREEZE POLICY

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

17. EMS: RESOLUTION AUTHORIZING THE PURCHASE OF EMS EMERGENCY EQUIPMENT AND GRAPHICS FOR EMS EMERGENCY RESPONSE VEHICLE

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

18. ANIMAL CONTROL: RESOLUTION AUTHORIZING ANIMAL CONTROL TO CONDUCT LOW COST SPAY/NEUTER CLINICS AND REVISE THE ANIMAL CONTROL FEE SCHEDULE

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

17 veterinarian practices have been contacted regarding this issue. All favor this and done on a needs basis. Commissioner Drick asked that the rest of veterinarian clinics be contacted before next board meeting.

19. MISCELLANEOUS CLAIMS

MOTION TO APPROVE THE MISCELLANEOUS CLAIMS DATED APRIL 1, 2011
MOVED BY: WILLIAMS / SECONDED BY: MANTEY
ALL IN FAVOR - MOTION PASSED

20. COMPUTER PRINTOUT

MOTION TO APPROVE THE 33-PAGE COMPUTER PRINTOUT DATED April 1, 2011, IN THE AMOUNT OF \$ 658,750.30.
MOVED BY: VANHOUTEN / SECONDED BY: WILLIAMS
ALL IN FAVOR - MOTION PASSED

21. ADMINISTRATION DISCUSSION: UNAUDITED UPDATE - CINDY MENDOZA:

- A handout was given to committee explaining the general funds revenue and expenses along with 2009 Actual vs. 2010 Pre-Audit Actual and benefit charges.

MOTION TO RECEIVE REPORT
MOVED BY: MANTEY/SECONDED BY: WILLIAMS
ALL IN FAVOR-MOTION PASSED

22. CLOSED SESSION: BUILDING SERVICES - WEST COMPLEX BILLBOARD

MOTION TO RECESS TO CLOSED SESSION AT: AT 8:49 AM
MOVED BY: WILLIAMS / SECONDED BY: VANHOUTEN
ALL IN FAVOR - MOTION PASSED

RETURN TO OPEN SESSION AT: 9:07 AM

23. ADJOURNMENT:

MOTION TO ADJOURN AT 9:08 AM
MOVED BY: WILLIAMS / SECONDED BY: MANTEY
ALL IN FAVOR - MOTION PASSED

DEBBIE WARDEN
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE CREATION OF A FULL- TIME VETERANS COUNSELOR POSITION IN THE VETERANS AFFAIRS DEPARTMENT

WHEREAS, the Veterans Affairs Department has a need for One Additional Veterans Counselor; and

WHEREAS, for purposes of continuity, the Veterans Affairs Department would function more efficiently if one additional Veterans Counselor position were granted; and

WHEREAS, funding for same is available in the Veterans Affairs Budget; 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 establishes one additional Veterans Counselor position in the Veterans Affairs Department.

CURRENT POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Director		1
Veterans Counselor	2	
Administrative Assistant	1	
TOTALS:	3	1

REQUESTED POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Veterans Counselor	1	
TOTALS:	1	

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MOVED:
SECONDED:
CARRIED:

Livingston County Michigan Human Resources Policy Manual

Section: Subject:	Vacancy Review
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A. POLICY

1. PURPOSE:

Livingston County instituted a number of cost reduction measures in light of the financial forecasts indicating the County would be unable to sustain current levels of services within available resources. One of those measures is a hiring freeze. The objective of the hiring freeze for general fund departments and departments that receive a subsidy from the general fund is to contribute to the reduction of the budget deficit and to begin to make long-term structural changes and improved efficiencies in Livingston County's work force.

2. POLICY STATEMENT:

The Board of Commissioners instituted a hiring freeze on July 7, 2008, which resolved:

- No position in a General Fund department which becomes vacant shall be replaced. In departments not funded by the General Fund, vacancies shall be posted internally with employees in General Fund departments given first consideration. The Board encourages the sharing of responsibilities within or between Departments. In addition supervisory positions may be filled internally as long as a vacancy ultimately falls off the payroll. The Board of Commissioners also endorses consolidation of County offices in order to reduce operating expenses.

In addition, on December 1, 2008 the Board reaffirmed their position on the hiring freeze by resolving:

- Any services funded by State/Federal grants which costs exceed grant funding and which services are not basic to the health, safety, and welfare of the residents of Livingston County and/or which are provided by others; shall be discontinued and the grant funding declined.
- The approved Authorization and Funded Employee List contained in the budget shall limit the number of employees who are authorized to be employed and no funds are appropriated for any position or employees not on the approved Authorization and Funded Employee List.
- All vacancies that occur during this hiring freeze are hereby declared to be a position reduction on the Authorized and Funded Employee List for each such vacated position and funding shall be removed from the Courts, Elected Officials and Department Head budgets. Said vacated position shall not be filled, except by specific Board authorization.
- If the Board of Commissioners authorizes a vacant position to be filled, then all Judges, County Elected Officials and County Department Heads will hold that position vacancy that occurs during the 2009 fiscal year for the appropriate duration of time to properly compensate for vacation and/or sick payoffs to insure personnel expenditures don't

exceed the 2009 authorized budget provided that the judges and elected officials can still perform their mandated functions at a serviceable level.

However, there may be a few instances in which the best interests of Livingston County are served by allowing a hire to take place. The attached Vacancy Review Guidelines explain the objective, criteria and procedures for granting exceptions to the hiring freeze.

Vacancy requests will be approved only when it is clear to the Board of Commissioners that:

- The work is essential to Livingston County;
- The Elected Official/Department Head has examined current work and staffing to identify and then implement changes that improve service, reduce costs and reduce the number of staff required to get the department's work done;
- Alternatives to getting the work done have been seriously explored including redesigning work, reassigning current staff, using additional technology or rethinking how work is performed, streamlining and any other staff-suggested means;
- Lower priority work has been eliminated, deferred, or handled some other way. In other words, with approval, can some of the department's current duties be discontinued?;
- There is no reasonable alternative to hiring.

Where there is no reasonable alternative to hiring, it is expected that another position will be surrendered. Step placement at hiring should be scrutinized to minimize overall personnel costs. Avoid incurring any costs that are not necessary. All County expenditures – not just personnel costs need to be examined to reduce costs to the greatest extent possible.

3. APPLICABILITY:

All budgeted full-time, part-time and temporary positions that become vacant during the period of time that the hiring freeze is in effect. The hiring freeze applies to positions in a general fund department and to departments that receive a general fund subsidy. Every position will be reviewed on an individual basis.

Replacing an incumbent during a leave must follow the Vacancy Review Process. No approval is required to return the incumbent employee to the original position.

The hiring freeze will be in effect until further notice, and will not be lifted without an affirmative action taken by the Board of Commissioners.

4. DEFINITIONS:

5. REFERENCE AND LEGAL AUTHORITY:

Board Resolution 604-193	Resolution Establishing a Position Review Process to Justify the Current Need for Vacant Positions under the General Hiring Freeze
Board Resolution 2008-07-201	Resolution Authorizing Implementation of Adjustments to the 2008 Livingston County Budget
Board Resolution 2008-12-352	Resolution Adopting the 2009 Livingston County Budget
Board Resolution 2009-05-156	Resolution Authorizing Livingston County's Annual Budget Process and Calendar for 2010

6. SEE ALSO:

Personnel Policy regarding Workforce Reduction
Form: Livingston County 2004 General Hiring Freeze, Request to Fill
Form: Request for Exception to the Hiring Freeze

7. SUPERSEDES:

8. APPROVED BY:

Personnel Committee: June 3, 2009

Finance Committee: June 10, 2009
Board of Commissioners: July 6, 2009

9. RESOLUTION: No. 2009-07-217

10. REVIEW HISTORY:

B. PROCEDURE:

The requesting Elected Official/Department Head will complete the analysis required to Request an Exception to the Hiring Freeze. The appropriate Board Sub-Committee will review all requests for hiring within their jurisdiction. Only when the appropriate Board Sub-Committee is confident that the hire meets the criteria will the request receive further review from the Finance Committee and ultimate authorization will be provided by the Board of Commissioners prior to making a job offer.

The Board Sub-Committee may request clarification or additional information as deemed necessary.

Administration will adjust budgets to reflect the savings from vacant positions.

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: Department of Veterans Affairs Committee and Carl Pardon, Director, Veterans Affairs

Title of Position to be Filled: Veterans Counselor/Relief Salary: I-Hire \$36,064
Hire date estimated to be May 16, 2011 – Salary projected to be \$23,965 for 2011

Annual Cost of Budgeted Position: \$52,577 Projected Cost for the next five years: Approximately \$275,000 but none from the General Fund

New Position/Classification (Yes/No): Yes

If No: Name of Employee Last Occupying this Position

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?

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. We are proposing this position be approved to provide the Department with a full time Veterans Counselor to serve the Veterans Relief Fund applicants. The hours spent performing this function in 2010 exceeded 1500 and the 2011 trend is projected to require a full-time person. Currently these applicants are served by all staff in the office (including the Director). This function of the office is directly related to the 1/20th of a mill relief tax levied by the Board of Commissioners in 2009. The Department of Veterans Affairs Committee reimbursed the General Fund \$43,420.82 from the Veterans Relief Fund for the administrative time directly related to relief. The DVA Committee is proposing to reimburse the General Fund for the total cost of this position from the Relief Fund, essentially costing the General Fund \$0.00.
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. Public Act 214 of 1899 mandates the Board of Commissioners to levy a millage, not to exceed 1/10th of a mill, for financial relief of indigent veterans. Public Act 192 of 1953 provides for a County Department of Veterans Affairs to be created by the Board of Commissioners and a Committee of up to five war-time veterans to be appointed to administer the Department. This law also transfers the powers and duties from PA 214 to the DVA Committee and the payment of funeral expenses and setting of markers as mandated in PA 235 of 1911, and PA 63 of 1915, respectively. All of these expenses are paid from the Relief Fund and not the General Fund.

3. Budgeted department head count for the past five years:
Jan., 2007: 3FT Jan., 2008: 3FT Jan., 2009: 2FT, 3PT Jan., 2010: 3FT, 1PT
Jan., 2011: 3FT, 1PT

Please explain changes: 2007; 1FT-Director, 1FT-Veterans Counselor and 1FT-Admin. Asst.,

2008; the same as 2007,

2009; 2FT-Veterans Counselors, 1PT-Director and 2PT- Admin Assistants,

2010; 2FT-Veterans Counselors, 1FT- Administrative Assistant and 1PT-Director,

2011; the same as 2010

In 2009 the Director and one of the PT-Admin Assistants retired and the positions were filled with a PT-Director and a FT-Administrative Assistant and a second FT-Veterans Counselor.

The reasoning was cost savings.

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. N/A
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? That is the crux of the problem; the Department Head has been involved in the processing of Relief applications along with the 2 Veterans Counselors and the Administrative Assistant. This current system causes the Director to work more than 20 hrs/wk including working from home on days off, yet not getting annual reports written and/or missing important meetings.
6. Specifically list three reasonable options if your request to replace a position is denied.
- a) FT status for Director at a cost of more than 2 times what he gets paid now.
 - b) Have staff work over-time.
 - c) Have DVA Committee tighten the eligibility rules resulting in not servicing some indigent veterans/dependents.
7. What are the consequences of deferring the vacant position over the next several months and beyond? N/A
8. What budget saving measures has this department implemented? Have additional measures been identified? With the reimbursement to the General Fund from the Relief Fund we were able to realize a net savings of \$48,000 in our General Fund budget for 2010, a 22% savings.

9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire? [None](#)

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. [See #3 above.](#)

11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? With local governments? [The work is mandated on the county and if it were shared with other counties they would have to provide their separate millages, so there would be no cost savings.](#)

12. Explain what services can be provided by others, private sector or non-profit? [N/A](#)

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). [No](#)

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). [Because the work load for 2010 was over 1500 hrs dedicated to this task, and it is predicted to be more than 2000 hrs in 2011, hiring PT would not accomplish the goal of more administrative time for the Director and more benefits counseling time for the Veterans Counselors.](#)

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

The Director is the usually the only person working over-time at no cost to the county, however, many times the other staff have worked through their lunch and break times to get critical paperwork finished for meetings or other dead-lines. The amount of OT for the Director varies from week to week, but is currently about 40 hrs for the first 2-1/2 months of 2011.

17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s). Yes. The Veterans Counselors are Nationally Accredited to perform their counseling duties but have been cross-trained to perform the Relief Fund duties.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE A PURCHASE ORDER FOR A ONE-YEAR SERVICE/MAINTENANCE AGREEMENT ON THE COURT RECORDING SYSTEMS FOR THE LIVINGSTON COUNTY CIRCUIT, DISTRICT, IN (HOWELL AND BRIGHTON), JUVENILE/PROBATE COURTS AND FRIEND OF THE COURT - INFORMATION TECHNOLOGY

WHEREAS, Jefferson Audio Video Systems, Inc. (JAVS) Court recording system was purchased for the Courts in 2009; and

WHEREAS, on May 1, 2011 the service/maintenance agreement will be up for renewal with a cost of \$28,023.00 for Circuit Ct., District Ct. both Howell, and Brighton, Probate/Juvenile Cts., and a cost of \$ 4,403.00 for the Friend of the Court for a total of \$32,426.00; and

WHEREAS, JAVS will perform a tri-annual inspection cleaning, adjustments and repairs of the system to maintain optimal performance of the system and minimize the potential for failure; and

WHEREAS, funding for same is available through the Information Technology 2011 Budget; 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 a Purchase Order be issued to Jefferson Audio Video Systems, Inc. for renewal of the service/maintenance agreement for the Livingston County Courts recording system from May 1, 2001 through April 30, 2012 for an amount of \$32,426.00.

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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: 3/31/2011
Re: JAVS Safeguard Maintenance Agreements

Jefferson Audio Video Systems, Inc. is the Livingston County Courts and Friend of the Court's Court recording system. The JAVS system was purchased in 2009 and at this time is up for renewal on all service/maintenance for the system.

JAVS is the industry leader in courtroom recording systems. The company has continued to pioneer improved ways of capturing, logging, storing and delivering the official public record.

JAVS will perform a tri-annual inspection, cleaning, hardware repair and adjustment of the system where needed. JAVS will provide a report to Livingston County detailing the status of the system, among many other services provided in the JAVS Safeguard Maintenance Agreement.

The total cost for the renewal service/maintenance will be \$32,426.00. The renewal will be from May 1, 2011 through April 30, 2012.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING OUT OF STATE TRAINING FOR THE JUVENILE COURT ATTORNEY REFEREE (CIRCUIT COURT)

WHEREAS, The Juvenile Unit of the Circuit Court has determined a need for training for the new Attorney Referee to improve her ability to perform her duties as defined in her job description; and

WHEREAS, An exceptional training opportunity has been made available through the Child Abuse and Neglect Institute of the National Council of Juvenile and Family Court Judges (NCJFCJ) and is scheduled for June 19-25 2011 in Reno , Nevada; and

WHEREAS, The Attorney Referee has been awarded a scholarship for the training, which will cover all costs except for personal incidental expenses; and,

WHEREAS, The Chief Judge of the Circuit Court and the Circuit Court Administrator recommend authorization of this training for the Attorney Referee; 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 authorizes out of state training for the Juvenile Court Attorney Referee in Reno Nevada from June 19-25, 2011 with cost to the county limited to expenses, not covered by the NCJFCJ scholarship, that are reimbursable according to the county approved travel guidelines.

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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: 3/17/2011
**Re: RESOLUTION AUTHORIZING OUT OF STATE TRAINING
FOR THE JUVENILE COURT ATTORNEY REFEREE
(CIRCUIT COURT)**

The Juvenile Court Attorney Referee, Sandra Aspinall, has been awarded a scholarship through the National Council of Juvenile and Family Court Judges to attend training through the Child Abuse and Neglect Institute. The training is scheduled for June 19-25 in Reno Nevada.

The scholarship pays for all up-front and reimbursable costs associated with the training, including travel. The only costs that may be incurred by the County for this training are for limited incidental expenses, such as internet access or phone calls, not permitted by the scholarship. Any expenses submitted for County payment would be consistent with approved travel guidelines, and only if not covered by the scholarship and not for personal expenses.

If you have any questions please feel free to contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

Date:

RESOLUTION AUTHORIZING EXECUTION OF SAFE HAVENS GRANT MEMORANDUM OF UNDERSTANDING - Circuit Court – Finance Committee

WHEREAS, Livingston County received a Safe Havens grant through the US Department of Justice Office on Violence Against Women;

WHEREAS, the planning phase of the grant is completed and release of funds for operation of the Safe Havens Supervised Visitation Center is now being requested;

WHEREAS, a condition of release of the operating funds is a fully executed Memorandum of Understanding between the grant partners, including the County, to whom the grant was initially awarded. The 44th Circuit Court, LACASA, and The Livingston Family Center have already agreed to the terms in the proposed Memorandum of Understanding;

WHEREAS, the terms proposed for the County in the Memorandum of Understanding are consistent with the terms of the original grant agreement, executed by the Chair of the Board on behalf of the Board of Commissioners on November 3, 2009; signing and approval of the Memorandum by the Livingston County Board of Commissioners is necessary for receipt of grant funds;

WHEREAS, the terms proposed for the County in the Memorandum of Understanding do not require any local cash outlay or other funding in addition to the funds to be provided by the grant;

WHEREAS, this Resolution is recommended for approval by the Finance Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Chair to sign the Safe Havens Supervised Visitation and Safe Exchange Grant Memorandum of Understanding on behalf of the Board of Commissioners upon review by Civil Counsel.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners is authorized to sign future amendments of the above referenced Memorandum of Understanding upon review by Civil Counsel.

MOVED:

SECONDED:

CARRIED:

***Livingston County Circuit Court
Court Administration Office
Judicial Center
204 S. Highlander Way, Suite 5
Howell, MI 48843***

David J. Reader
Chief Judge of the Circuit Court
and Family Court

Michael P. Hatty
Circuit Court Judge

Carol Hackett Garagiola
Chief Probate Court Judge

William Newhouse
Circuit Court Administrator

Peggy Toms
Administrative Coordinator
517/546/8079
517/546/0048 Fax

Jury Commission
517/546-1661
Public Defender Services
517/546-8078

Memorandum

To: Livingston County Board of Commissioners

From: William Newhouse, Circuit Court Administrator

Date: 4-19-11

Re: Memorandum of Understanding for Safe Havens Supervised Visitation and Safe Exchange Grant

Livingston County was awarded a grant from the US Department of Justice Office on Violence Against Women (OVW) in 2009. This grant award was for \$400,000 over the three year period October 1, 2009 through September 30, 2012. The grant was made to the County, for use by a partnership that included the County, the 44th Circuit Court, LACASA, and The Livingston Family Center.

Livingston County accepted the grant agreement on November 3, 2009. One of the terms of accepting the grant was that the first year would be spent on planning and that certain requirements must be satisfied before operating funds for the Supervised Visitation and Safe Exchange Center would be released.

These requirements included development of approved Policies and Procedures for the site as well as a Memorandum of Understanding formalizing the responsibilities of each member of the partnership. The site is now ready for operation. A space has been identified and approved by OVW, and approved policies and procedures are in place. The Center will be located in the Berriman Building at 121 Barnard in downtown Howell.

The Memorandum of Understanding has been developed, formalizing the responsibilities of each of the partners. The 44th Circuit Court, LACASA, and The Livingston Family Center have approved the content of the Memorandum of Understanding and will execute same as soon as the Board of Commissioners has an opportunity to review it. The responsibilities for the County are essentially to provide a Project Coordinator, which is already an approved position supervised through the Circuit Court, to provide oversight to semi-annual progress reports, and to support accounting for grant funds.

Safe Havens Grant: Memorandum of Understanding

WHEREAS Livingston County, The 44th Circuit Court of Livingston County, Livingston Area Council Against Spousal Abuse (LACASA) and the Livingston Family Center (Partners) have come together to collaborate in the Safe Havens grant awarded to the County in September, 2009.

WHEREAS, the Partners herein have agreed to enter into a collaborative agreement in which Livingston County will be the governmental unit and named recipient and the other agencies will be partners in this project; and

WHEREAS, the Partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

1) History of Relationship

The Partners herein originally collaborated to submit an application for a Safe Havens grant in 2008. That application was not funded. The organizations again collaborated to submit an application for a Safe Havens grant in 2009. That application was funded at the level of \$400,000 over a three year period. The organizations have since collaborated effectively to complete the planning phase of the grant period. As a result of this collaboration, the planning phase has produced a Strategic Plan, including Mission, Vision, Goals, and Priority Actions, a set of Policies and Procedures for the Safe Havens center, developed in coordination with the Safe Havens Guiding Principles and incorporating OVW input, and an Operations Plan for opening

the Center, including approved site. In addition, the collaboration has involved travel by teams representing the different organizations to OVW training in Dallas, Santa Fe, Denver, and St. Petersburg, and attendance at a Family Violence Prevention Fund Fatherhood Institute in Boston. There have been numerous meetings of the collaborative and a community consulting committee was formed.

II) Roles and Responsibilities

NOW, THEREFORE, it is hereby agreed by and between the Partners as follows:

- 1) **Livingston County** will provide a Project Coordinator for the Safe Havens project. This Coordinator will be employed for 21 hours per week, and will have the qualifications and compensation of a Grade K County employee. Although 21 hours per week position on its own will not carry benefits, if the person occupying the position is eligible for benefits, as a result of hours worked on other projects, then the Safe Havens grant will fund the proportion of benefits costs that is represented by 21 hours per week as a percentage of total hours worked per week. This position will be fully funded by the grant. The Project Coordinator will be responsible for ongoing coordination of the project, including assuring that the proper progress reports are fully completed and submitted in a timely manner. The Project Coordinator will also be the governmental unit representative at required technical assistance training for the grant. The County will have limited day to day supervisory responsibilities, and the Project Coordinator will report through the Court. The Chair, County Board of Commissioners, will also provide oversight to the grant as required, including but not limited to review and approval of the Semi-annual progress report required by the grant prior to submission on its due date. The County Finance Department will provide financial coordination of the grant, including drawing down funds from the grant, disbursing funds as

needed for salary and benefits for the Project Coordinator, as well as for invoices submitted for approved budgeted items, and providing accounting and auditing for the funds as part of the normal course of business.

2) **44th Circuit Court of Livingston County** will provide leadership to the grant project. The Chief Judge of the Circuit Court will designate the lead judge for the project. Hon. Carol Hackett Garagiola, Chief Probate Judge and Judge, Circuit Court Family Division, is designated as the lead judge for the project. The lead judge will oversee the Safe Havens Core Team as well as the Community Consulting Committee, will participate in the Core Team meetings and projects on an ongoing basis, and will act as the immediate supervisor of the Project Coordinator. The Court will also provide a representative to the required Safe Havens Technical Assistance trainings as needed, which will be one of the two Family Division judges, the Friend of the Court, or one of the four Friend of the Court Referees. The Court will participate in ongoing development, implementation, and review of policies, procedures, and protocols that support the implementation of the Safe Havens Strategic Plan, the Policies and Procedures, and the operations plan for the Safe Havens site. Court finance staff will provide an interface between the Project Coordinator and the County Finance Department. The Court Administrator will serve as an ongoing contact for the grant, assuring that it is coordinated with other Court activities.

3) **LACASA** will provide support to the grant project by continuing to participate directly in the Safe Havens Core Team and Community Collaborative, and by providing ongoing support to the development of the Safe Havens Center Policies and Procedures and Operating Plans. LACASA will participate directly in training for Safe Havens Center visit monitors by providing an initial, approximately ten hour orientation and training on the nature and

dynamics of domestic violence, including batterer tactics and survivor responses as well as effects on the well-being of children. LACASA will be compensated for that training as reflected in the budget for the Safe Havens grant. LACASA will also provide ongoing support to the Safe Havens Center staff by providing presentations at staff meetings as requested and by being available for questions and consultation. LACASA will send a staff member as required to Safe Havens Technical Assistance and trainings. LACASA will not discuss specific cases of its clients as part of the Safe Havens collaborative meetings unless it has a valid Release of Information from the clients. If confidential information regarding case files is discussed in any collaborative meetings, LACASA representatives will treat the information as confidential and will not discuss any such information outside of meetings.

- 4) **The Livingston Family Center** will operate The Family Connection Center (TFCC), which is the Safe Havens Supervised Parenting Time Center. TFCC will be operated according to the Policies and Procedures and Operating Plan approved by Office on Violence Against Women (OVW) and will operate according to the budgeted expenses approved by OVW. The Livingston Family Center will complete the data and reporting required by the Safe Havens Muskie data base and will assure that the data are forwarded to the Safe Havens Project Coordinator, for inclusion in the Semi-Annual Progress Report no later than the first week of January and July during the grant period. The Livingston Family Center will participate in the Safe Havens Core Team and Consulting Committee, and will participate in ongoing collaborative review of Policies, Procedures, and Protocols with the Core Team as needed. The Livingston Family Center will provide a representative to required Safe Havens Technical Assistance and training. If confidential information regarding case files is discussed in any collaborative meetings, TFCC and Livingston Family Center representatives

will treat the information as confidential and will not discuss any such information outside of meetings.

III) Timeline

The roles and responsibilities described above are contingent on release of funding to support the operational phase of the grant, and will last from the date of release of the grant funding through the end of the grant period, which is September 30, 2012.

This Memorandum of Understanding is subject to review and amendment at any time at the discretion of, and with the agreement of all signators.

We, the undersigned have read and agree with this Memorandum of Understanding.

By _____ Maggie Jones, Chair, Livingston County Board of Commissioners Date _____	By _____ Hon. David J. Reader, Chief Judge, 44 th Circuit Court of Livingston County Date _____
By _____ Bobette Schrandt, Executive Director, LACASA Date _____	By _____ Janet Loesche, Director, The Livingston Family Center Date _____

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING ATTENDANCE TO OUT OF STATE TRAINING FOR
SHERIFF DEPARTMENT TACTICAL TEAM - Sheriff Department / Finance**

WHEREAS, the Sheriff Department Tactical Team has the opportunity to attend training at the Muscatatuck Urban Training Center which is located in South Central Indiana's Jennings County near Butlerville, IN. The Muscatatuck Urban Training Center (MUTC) is a secluded, self contained community, once home to the Muscatatuck State Developmental Center. The 1,000 acre site was turned over to the Indiana National Guard in July of 2005 and since has been continually evolving into a full-immersion contemporary urban training environment; and

WHEREAS, this year's annual tactical training is scheduled for June 27-30th, 2011; and

WHEREAS, the training requires three nights lodging at a per room charge of \$35 per night per attendee, meals are supplied on base at a cost of \$21 per attendee (3 meals) per day; and

WHEREAS, the Sheriff Department has sufficient training funds budgeted for the cost of the training, lodging, and meals for 11 Sheriff Department employees at an estimated cost not to exceed \$ 1,850; and

WHEREAS, the funds to cover attendance of this training are available in drug forfeiture fund 265, line item 301-956.000.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Sheriff Departments Tactical Team to attend the Muscatatuck Urban Training Center training session near Butlerville, Indiana June 27, 2011 through June 30, 2011.

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MOVED: Commissioner

SECONDED; Commissioner

CARRIED

Robert J. Bezotte
Sheriff

Michael J. Murphy
Undersheriff



LIVINGSTON COUNTY SHERIFF DEPARTMENT

150 S. HIGHLANDER WAY • HOWELL, MICHIGAN 48843
TELEPHONE (517) 546-2440 • FAX (517) 552-2542

April 11, 2011

Livingston County Board of Commissioners
Administration Building
304 E. Grand River Ave.
Howell, MI. 48843

Dear Board of Commissioners,

This is a formal request for approval of training in, Butlerville, Indiana for (8) deputies, (2) Sergeants and (1) Lieutenant. The training will take place June 27-30, 2011. The Sheriff Department has an opportunity to reserve the Muscatatuck Urban Training Facility for tactical training.

The Muscatatuck Urban Training Facility is a modernized urban training facility that offers many updated services and amenities. The training facility is a consortium of governmental, public and private entities that are pooling their unique capabilities in order to provide the most realistic training experience possible. Training that can be tailored to replicate many different tactical scenarios.

There is no cost for use of the training facility, the only costs associated with this training is the cost of meals and lodging.

My request to the board is that the Sheriff Department takes full advantage of this low cost three day training for the Tactical Team since designated training funds are available within the Sheriff Department budget.

Respectfully submitted,

Scott W. Domine
D/Lt. Livingston County Sheriff Dept.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO FILL ONE (1) FULL TIME VACATED ADMINISTRATIVE ASSISTANT (H) POSITION IN ORDER TO ASSIST IN THE EFFECTIVE AND EFFICIENT OPERATION OF THE ADMINISTRATIVE SERVICES DIVISION AS WELL AS CONSISTENT SUPERVISION OF SIX (6) PART TIME OFFICE ASSISTANTS

WHEREAS, the Livingston County Sheriff's Department has a need to fill a vacant full time Administrative Assistant position brought on by the promotion of a civilian employee to a Corrections Officer position; and

WHEREAS, it is imperative that the Sheriff's Department continue to maintain its current level of administrative support; and

WHEREAS, for purposes of continuity, the Sheriff's Department would function more efficiently if the filling of the vacant full time Administrative Assistant position were granted; and

WHEREAS, funding is available in the Sheriff's Department budget; and

WHEREAS, the Board of Commissioners recognizes the importance of liability as it pertains to the importance of consistent service to the citizens we serve.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes and approves the Sheriff's Department to fill one (1) full time Administrative Assistant

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MOVED:
SECONDED:
CARRIED:

**Exception To Hiring Freeze
Cumulative Effect**

Employee Name	Vacant Position	New Position
Bourbeau	Admin Asst (H)	Corrections Officer
Hazen	Admin Aide (F)	Admin Asst (H)
Baird	Office Asst (E) Full Time	Admin Aide (F)
Kremidas	Office Asst (E) Part Time	Office Asst (E) Full Time



Memo

Livingston County Sheriff's Department

TO: Livingston County Board of Commissioners
FROM: Sheriff Robert J. Bezotte
DATE: April 3, 2011
SUBJECT: RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO
FILL
ONE (1) FULL TIME VACATED ADMINISTRATIVE ASSISTANT (H)
POSITION.

The intent of this communication is to formally request an exception to the hiring freeze and authorization to fill one (1) vacant full time Administrative Assistant (H). This would allow us to fill a vacancy created by the cumulative effect of the promotion of Lori Bourbeau from Administrative Assistant (H) to Corrections Officer.

Due to the loss of clerical support in 2005 and again in 2008, we cannot afford to lose additional civilian staff.

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.

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

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

Title of Position to be Filled: **Administrative Assistant (H)** Salary: **\$38,077.31 annually**
One (1) Full Time **\$18.3063 hourly**

Annual Cost of Budgeted Position: **\$ 56,866 (w/ benefits)**
Projected Cost for the next five years: **\$284,330 (w/ benefits)**

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

If No: Name of Employee Last Occupying this Position: **Lori Bourbeau**

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? **April 2, 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 provides administrative support to the Undersheriff and back-up to the Sheriff's Assistant. This position routinely handles extremely confidential information. This position reconciled general receipts on a daily basis and makes weekly deposits of \$35,000 to \$50,000. This position is responsible for submission of bi-weekly payroll for 120 department employees. This can be complicated as it involves three (3) union contracts and a 24/7 operation. This position maintains our Department website and generates monthly statistical reports to Administration and township contracts. This position supervises six (6) part-time civilian employees.

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.

A full time civilian employee is imperative to ensure the integrity and consistency of our daily cash deposits as well as employee payroll.

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

Civilian Positions:

Jan - 2007	Jan - 2008	Jan - 2009	Jan - 2010	Jan - 2011
8	6*	6*	6*	6*

***Of the 6 civilian employees, one is assigned full time to maintain our Property Room and Fleet**

Please explain changes:

Due to budget cutbacks since 2005, we have reduced our civilian support staff from 12 employees to 8 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.

Based on our current civilian headcount, this will not be feasible unless we assign Sergeants or Lieutenants 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 Sergeant \$29.73 hourly wage (or a Lieutenant (\$34.88 hourly wage) to perform these functions. These figures do not include the cost of benefits.

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

Pay a Sergeant \$29.73 hourly wage perform these functions. These figures do not include the increased cost of benefits. This would negatively effect the supervision of deputies and corrections officers as well as the day-to-day operations.

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

Pay a Sergeant \$29.73 hourly wage perform these functions. These figures do not include the increased cost of benefits.

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

Please refer to item 3. 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?

Due to the sensitive nature of these tasks, they 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).

Due to the frequent turnover of part time employees, consistency would be lost and integrity could be compromised.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO FILL ONE (1) FULL TIME VACATED ADMINISTRATIVE AIDE (F) POSITION IN ORDER TO ASSIST IN THE EFFECTIVE AND EFFICIENT OPERATION OF THE DETECTIVE BUREAU AS WELL AS MAINTAIN THE INTEGRITY AND CONFIDENTIALITY OF ONGOING INVESTIGATIONS - Sheriff

WHEREAS, the Livingston County Sheriff's Department has a need to fill a vacant full time Administrative Aide position brought on by the promotion of a civilian employee to a Corrections Officer position; and

WHEREAS, it is imperative that the Sheriff's Department continue to maintain the integrity and confidentiality of ongoing investigations; and

WHEREAS, for purposes of continuity, the Sheriff's Department would function more efficiently if the filling of the vacant full time Administrative Aide position were granted; and

WHEREAS, funding is available in the Sheriff's Department budget; and

WHEREAS, the Board of Commissioners recognizes the importance of liability as it pertains to the confidentiality and integrity of ongoing investigations as well as concise, organized and professional case presentation.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes and approves the Sheriff's Department to fill one (1) full time Administrative Aide (F) position.

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MOVED:
SECONDED:
CARRIED:



Livingston County Sheriff Department Memo

TO: Livingston County Board of Commissioners
FROM: Sheriff Robert J. Bezotte
DATE: April 3, 2011
SUBJECT: RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO FILL ONE (1) FULL TIME VACATED ADMINISTRATIVE AIDE (F) POSITION.

The intent of this communication is to formally request an exception to the hiring freeze and authorization to fill one (1) vacant full time Administrative Aide (F) position. This would allow us to fill a vacancy created by the cumulative effect of the promotion of Lori Bourbeau from Administrative Assistant (H) to Corrections Officer.

Due to the loss of clerical support in 2005 and again in 2008, we cannot afford to lose additional civilian staff without re-assigning clerical duties to higher paid detectives, sergeants, and lieutenants.

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.

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

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

Title of Position to be Filled: **Administrative Aide (F)** Salary: **\$35,020.96 annually**
One (1) Full Time **\$16.8370 hourly**

Annual Cost of Budgeted Position: **\$ 53,258 (w/ benefits)**
Projected Cost for the next five years: **\$266,290 (w/ benefits)**

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

If No: Name of Employee Last Occupying this Position: **Lee Ann Hazen**

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? **April 2, 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 provides administrative support to the Detective Bureau. This position routinely handles extremely confidential information of a very graphic nature. This position is required to transcribe all verbatim interviews of suspects in serious crimes. This position is required to transcribe all internal investigations within the Sheriff's Department. Our Department has four (4) members on the MSA Mission Team which involves internal investigations for other departments. This position is required to transcribe recordings for investigators from these other Departments. Verbatim recordings can be extremely lengthy, averaging 30 to 40 typed pages. In addition, they can be difficult to understand. This position assists the Property Room Coordinator in their absence.

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.

A full time civilian employee is imperative to ensure the integrity of our investigations and accuracy in reports submitted to the Prosecutor. Consistency is lost if we were to utilize part-time employees.

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

Civilian Positions:

Jan - 2007	Jan - 2008	Jan - 2009	Jan - 2010	Jan - 2011
8	6*	6*	6*	6*

***Of the 6 civilian employees, one is assigned full time to maintain our Property Room and Fleet**

Please explain changes:

Due to budget cutbacks since 2005, we have reduced our civilian support staff from 12 employees to 8 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 will not be feasible unless we assign Detectives 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 Detective \$28.00 hourly wage (or a Detective Sergeant (\$29.73 hourly wage) to perform these functions. These figures do not include the cost of benefits.

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

Pay a Detective \$28.00 hourly wage (or a Detective Sergeant (\$29.73 hourly wage) to perform these functions. These figures do not include the increased cost of benefits.

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

Pay a Detective \$28.00 hourly wage (or a Detective Sergeant (\$29.73 hourly wage) to perform these functions. These figures do not include the increased cost of benefits.

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

Please refer to item 3. 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?

Due to the sensitive nature of these tasks, they 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).

Due to the frequent turnover of part time employees and the sensitive nature of on-going investigations, consistency would be lost and integrity could be compromised.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO FILL ONE (1) VACATED FULL TIME OFFICE ASSISTANT (E) POSITION IN ORDER TO ASSIST IN THE EFFECTIVE AND EFFICIENT OPERATION OF THE RECORDS DIVISION AS WELL AS MAINTAIN THE INTEGRITY AND CONFIDENTIALITY OF PERMANENT RECORDS - Sheriff

WHEREAS, the Livingston County Sheriff's Department has a need to fill a vacant full time Office Assistant position brought on by the promotion of a civilian employee to a Corrections Officer position; and

WHEREAS, it is imperative that the Sheriff's Department continue to maintain the integrity and confidentiality of its permanent records; and

WHEREAS, it is vital to maintain consistency and confidentiality when processing all FOIA requests of our permanent records; and

WHEREAS, for purposes of continuity, the Sheriff's Department would function more efficiently if the filling of the vacant full time Office Assistant position were granted; and

WHEREAS, funding is available in the Sheriff's Department budget; and

WHEREAS, the Board of Commissioners recognizes the importance of liability as it pertains to the confidentiality and integrity of permanent records as well as concise and organized records retention.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes and approves the Sheriff's Department to fill one (1) full time Office Assistant (E) position.

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MOVED:

SECONDED:

CARRIED:



Livingston County Sheriff Department Memo

TO: Livingston County Board of Commissioners
FROM: Sheriff Robert J. Bezotte
DATE: April 3, 2011
SUBJECT: RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO
FILL

ONE (1) FULL TIME VACATED OFFICE ASSISTANT (E) POSITION.

The intent of this communication is to formally request an exception to the hiring freeze and authorization to fill one (1) full time Office Assistant (E) position. This would allow us to fill a vacancy created by the cumulative effect of the promotion of Lori Bourbeau from Administrative Assistant (H) to Corrections Officer.

Due to the loss of clerical support in 2005 and again in 2008, we cannot afford to lose additional civilian staff without re-assigning clerical duties to higher paid detectives, sergeants, and lieutenants.

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.

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) Full Time** Salary: **\$25,846.86 annually
\$12.4263 hourly**

Annual Cost of Budgeted Position: **\$ 42,428 (w/ benefits)**
Projected Cost for the next five years: **\$212,140 (w/ benefits)**

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

If No: Name of Employee Last Occupying this Position: **Lori Baird**

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? **April 2, 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 prepares documents for permanent record. This includes complaints, investigations, accident reports, and digital audio and video media. This position is responsible for organized and orderly retention of the above-mentioned information. This position processes all FOIA requests for the above-mentioned information.

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.

A full time civilian employee is imperative to ensure the integrity of our permanent records and accuracy in filing. Consistency is lost if we were to utilize part-time employees.

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

Civilian Positions:

Jan - 2007	Jan - 2008	Jan - 2009	Jan - 2010	Jan - 2011
8	6*	6*	6*	6*

***Of the 6 civilian employees, one is assigned full time to maintain our Property Room and Fleet**

Please explain changes:

Due to budget cutbacks since 2005, we have reduced our civilian support staff from 12 employees to 8 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 will not be feasible unless we assign certified personnel 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 (\$26.67 hourly wage) or a Sergeant (\$29.73 hourly wage) to perform these functions. These figures do not include the increased cost of benefits.

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

We could pay a Deputy (\$26.67 hourly wage) or a Sergeant (\$29.73 hourly wage) to perform these functions. These figures do not include the increased cost of benefits.

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

We could pay a Deputy (\$26.67 hourly wage) or a Sergeant (\$29.73 hourly wage) to perform these functions. These figures do not include the increased cost of benefits.

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

Please refer to item 3. 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?

Due to the sensitive nature of these tasks, they 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).

Due to the frequent turnover of part time employees and the sensitive nature of our permanent records, consistency would be lost and integrity could be compromised.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO FILL ONE (1) PART TIME VACATED OFFICE ASSISTANT (E) POSITION – 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 position within the Livingston County Sheriff's Department.

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MOVED:
SECONDED:
CARRIED:



Livingston County Sheriff Department Memo

TO: Livingston County Board of Commissioners
FROM: Sheriff Robert J. Bezotte
DATE: April 3, 2011
SUBJECT: RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO
FILL
ONE (1) PART TIME VACATED OFFICE ASSISTANT (E) POSITION.

The intent of this communication is to formally request an exception to the hiring freeze and authorization to fill one (1) part time Office Assistant (E) position. This would allow us to fill a vacancy created by the cumulative effect of the promotion of Lori Bourbeau from Administrative Assistant (H) to Corrections Officer.

Due to the loss of clerical support in 2005 and again in 2008, we cannot afford to lose additional civilian staff without re-assigning clerical duties to higher paid detectives, sergeants, and lieutenants.

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.

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: **Kelly Kremidas**

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? **April 3, 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:

Civilian Positions:

Jan - 2007	Jan - 2008	Jan - 2009	Jan - 2010	Jan - 2011
8	6*	6*	6*	6*

***Of the 6 civilian employees, one is assigned full time to maintain our Property Room and Fleet**

Please explain changes:

Due to budget cutbacks since 2005, we have reduced our civilian support staff from 12 employees to 8 employees.

Please explain changes:

We began 2005 with 12 civilian employees. We laid-off two Community Service Workers (Salary Grade F) and two Data Entry Clerks (Salary Grade F) in October of that year due to budget cutbacks, which brought our civilian support staff to 8 employees.

In 2008, again, due to budget cutbacks, we laid off three office assistant's (Salary Grade E), dropping our support staff to 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 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 (\$26.67 hourly wage) or a Sergeant (\$29.73 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 (\$26.67 hourly wage) or a Sergeant (\$29.73 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 (\$26.67 hourly wage) or a Sergeant (\$29.73 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 3. 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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO FILL ONE (1) FULL TIME VACATED CORRECTIONS OFFICER POSITION – Sheriff

WHEREAS, the Livingston County Sheriff's Department has experienced recent changes within their organization and determine an immediate need to fill a position which has become vacant due to an employee's resignation effective 4/03/2011; and

WHEREAS, there is currently one (1) budgeted Corrections Officer position within our Jail Division; and

WHEREAS, in order to ensure the safety and security of our employees, jail inmates and the general public, it is imperative that this position be filled as soon as possible.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes and approves the hiring of one (1) full time Corrections Officer within the Livingston County Sheriff's Department.

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MOVED:
SECONDED:
CARRIED:



Livingston County Sheriff Department
Robert J. Bezotte, Sheriff
150 S. Highlander Way
Howell, MI 48843
(517) 546-2440
(517) 552-2542 FAX
rbezotte@co.livingston.mi.us

DATE: April 3, 2011
TO: Livingston County Board of Commissioners
FROM: Sheriff Robert J. Bezotte
RE: **RESOLUTION AUTHORIZING THE HIRING OF ONE (1) FULL TIME
VACANT CORRECTIONS OFFICER POSITION**

As a result of recent changes within our organization, there is an immediate need to fill a position which became vacant due to the resignation of Deborah Utter.

It should be noted that per MDOC recommendation; we should have forty six (46) Corrections Officers assigned to our Jail facility. In order to ensure the safety and security of our employees, jail inmate population and the general public, it is imperative that this position be filled as soon as possible. To remain at our current authorized staffing level of forty (40) Corrections Officers in our Jail Division, we seek authorization to hire one (1) Deputy Corrections Officer position.

Thank you for your consideration of this request.

Respectfully submitted,

Robert J. Bezotte
Sheriff

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

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

Title of Position to be Filled: **Corrections Officer** Salary: **\$35,046**

Annual Cost of Budgeted Position: **(w/ benefits) \$ 70,000**

Projected Cost for the next five years: **(w/ benefits) \$395,000**

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

If No: Name of Employee Last Occupying this Position(s):

Deborah Utter - Resigned

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(s) become vacant?

April 3, 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.

Per MDOC recommendation, we should have forty six (46) Corrections Officers assigned to our Jail facility. Since 2005 we have maintained our Jail facility with the authorized number of forty (40) Corrections Officers.

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.

Jail services are mandated

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

Corrections Officer Positions:

**Jan – 2007
40**

**Jan - 2008
40**

**Jan – 2009
40**

**Jan – 2010
40**

**Jan - 2011
40**

Please explain changes:

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

Since 2005 we have maintained our Jail facility with the authorized count of forty (40) Corrections Officers.

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?

N/A

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

Overtime, closing the older section of our Jail, limiting or eliminating inmate privileges

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

Employee safety, Inmate safety, increased liability

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

Jail Sergeants assigned posts; staff reduction; eliminate minimum staffing; sent several service contracts to bid

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

Since 2005, we have made drastic changes to our organization and significantly cut costs. We believe we are providing the minimum service as expected by our citizens.

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.

See 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?

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).

N/A

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 pay period (on the average)?

Yes, we are currently averaging \$3,700 per pay period.

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

Yes, all Corrections Officers are trained in all corrections tasks. In addition, they perform numerous clerical tasks due to the reduction of clerical support staff.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE MICHIGAN ASSOCIATION OF COMMUNITY CORRECTIONS ADVISORY BOARD (M.A.C.C.A.B.) TO ACT AS FIDUCIARY IN ENGAGING IN A CONTRACT WITH LUMINOSITY - COMMUNITY CORRECTIONS/PUBLIC SAFETY/FINANCE/BOARD

WHEREAS, the Michigan Department of Corrections (MDOC) has specifically awarded Livingston County the amount of \$6,600 for Community Corrections to enter into a joint contract with Luminosity for Services; and,

WHEREAS, the M.A.C.C.A.B has agreed to coordinate the services of Luminosity and act as the fiduciary in representing eleven (11) Michigan C.C.A.B's in this joint contract with Luminosity ; and,

WHEREAS, Livingston County has a need for the validated risk assessment that will be the end result of the services of Luminosity in order to provide evidence based criminal justice strategies and programs that will reduce recidivism and jail time; and,

WHEREAS, the terms of the contract the M.A.C.C.A.B will enter into with Luminosity will provide a validated risk assessment specifically tailored to Livingston County; and,

WHEREAS, a contract with Luminosity to provide the validated risk assessment would be at a cost not to exceed \$6,600 for the production of the validated risk assessment, contingent on the availability of funding from MDOC under the PA 511 grant; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves entering into a contract with Luminosity, for the production of a validated risk assessment tool specific to Livingston County at an expense not to exceed \$6,600 by entering into a contract with the M.A.C.C.B which will act as fiduciary and oversee the services of Luminosity in this joint contract involving eleven individual Michigan Community Corrections Boards.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Chairman to sign the Contract for Consulting Services with Luminosity / M.A.C.C.B. upon review by civil counsel.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Chairman to sign any memorandum of understanding, amendments or modifications to the Agreement upon review by civil counsel.

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Moved:

Seconded:

Carried:

CONTRACT FOR CONSULTING SERVICES

THIS CONTRACT is entered into this _____ day of _____, 2011, by and between Luminosity, Inc., a corporation of the State of Florida, hereinafter referred to as the "Contractor", and, the Michigan Association of Community Corrections Advisory Boards (M.A.C.C.A.B.), an association, hereinafter called the "Association".

WITNESSETH

WHEREAS, the Association desires to engage a contractor to perform pretrial risk assessment training and technical assistance; and

WHEREAS, the Association has completed the necessary steps for retention of professional and other services under applicable Association policies; and

WHEREAS, the Association has agreed to engage the Contractor, and the Contractor has agreed to contract with the Association, for performance of services as described, and according to the further terms and conditions set forth herein.

WHEREAS, the Association has agreed to act as the fiduciary agent to facilitate payment for services and will not be responsible for any project costs or any other project responsibilities on behalf of participating counties; and

WHEREAS this Contract is conditional upon the Association receiving the signed Memorandum of Understanding from all participating counties.

NOW THEREFORE, in consideration of sums to be paid the Contractor, and other good and valuable consideration, the Contractor and Association do contract and agree as follows:

1. Scope of Services. The Contractor shall perform for each of the participating counties the described services in the attached project proposal - Proposal to Implement a Pretrial Risk Assessment for Multiple Michigan Pretrial Services Agencies (see attachment A) in accordance with a mutually agreed upon schedule. In the event of a conflict between the Contractor's proposal and the terms and conditions of this Contract, the terms and conditions of the Contract shall prevail.
2. Time of Performance. In performing the services described in this Contract, it is mutually agreed that time is of the essence and work shall begin within 30 days of the date in which this Contract has been fully executed by the authorized representatives of both the Association and the Contractor. The target date for the work to be completed shall be within 120 days of the project start date.

3. Compensation and Time of Payment. The Association, acting as fiduciary, shall pay the Contractor a total fee of \$#,###. One-third of the fee (\$###) is due upon development and completion of the regional trainings and the remaining two-thirds of the fee (\$###) is due following the completion of all onsite visits and project tasks. Such payments shall be made within forty-five (45) days after receipt of the invoices.

4. Workmanship and Quality of Service. All work under this Contract shall be performed in a professional manner, to the reasonable satisfaction of the Association and all participating counties. The Contractor shall conform to all prevailing industry and professional standards.

5. Indemnification and Hold Harmless. The Contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless the Association and all participating Counties, their elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses, including, but not limited to, all costs from administrative proceedings, court costs and attorneys fees, that the Association and/or that the participating Counties, their elected and appointed officers, employees, servants and agents may incur as a result of any acts, omissions or negligence of the Contractor or any of its employees, servants, agents or subcontractors that may arise out of this Contract. The Contractor's indemnification responsibilities under this section shall remain in full force and effect in the event the insurance of the indemnifying party is exhausted or coverage is denied.

6. Liability Insurance. The Contractor shall purchase and maintain Commercial General Liability Insurance on an "occurrence basis" only with limits of liability of not less than ONE MILLION AND NO/100DOLLARS (\$1,000,000.00) per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage. Coverage shall include the following: 1) Broad Form General Liability Endorsement or equivalent if not in policy proper; 2) Contractual Liability; 3) Products and Completed Operations; and 4) Independent Contractors coverage.

7. Proof of Insurance. The Contractor shall provide the Association at the time this Contract is returned by it for execution, with a copy of the certificate of insurance for the insurance coverages set forth in Section 6 above.

8. Notices. All notices, requests for payment, or other communications arising here under shall be sent to the following:

Association

Michigan Association of Community
Corrections Advisory Boards

Contact: Tim Bouwhuis

Address: 180 Ottawa Grand Rapids MI,
49503

The Contractor

Luminosity, Inc.

Gena, Keebler, President

1767 Tanglewood Drive, NE

St. Petersburg, FL 33702

9. Assignment. This Contract may not be assigned without the express written consent of the Association.

10. Applicable Law. This Contract shall be governed by and construed in accordance with the applicable laws of the State of Michigan, and venue for any legal actions shall be in Kent County, Michigan. In the event any action regarding this contract is brought in or moved to a Federal Court, the venue of such action shall be the Federal Judicial District Court of Michigan, Western District, Southern Division.

11. Incorporation Documents. Specifically incorporated into this Contract is the following: Proposal to Implement a Pretrial Risk Assessment for the following Michigan Counties:

1. Bay County
2. Berrien County
3. Ingham County
4. Isabella County
5. Kalamazoo County
6. Kent County
7. Livingston County
8. Macomb County
9. Ottawa County
10. Saginaw County
11. Washtenaw County

12. Amendments. All modifications, amendments or waivers of any provision of the Contract or the services to be performed shall be made only by written mutual consent of the parties hereto.

IN WITNESS WHEREOF, the Contractor has executed the foregoing with the signature of its duly authorized officers, under seal, and the Association has executed with the signature of its authorized officer, with the official seal affixed, the day and year first above written.

THE CONTRACTOR

Association

Luminosity, Inc.

Michigan Association of Community
Corrections Advisory Boards

By: Gena Keebler, President

By: Mary Sabaj

MACCAB President

20-0127534

F.E.I.N.

EXHIBIT A

Scope of Services

INTRODUCTION

Approximately 11 Pretrial Services Agencies operating in Michigan have expressed an interest in implementing a pretrial risk assessment instrument, specifically, the pretrial risk assessment implemented in Oakland County, Michigan in 2010. The Oakland County Pretrial Risk Assessment is based on the Virginia Pretrial Risk Assessment Instrument (VPRAI), known nationally as the “Virginia Model”,¹ which currently serves as a national model for pretrial risk assessment and is consistent with national best practices² as well as pretrial services legal and evidence-based practices.³ The assessment identifies the likelihood of failure to appear and the danger to the community posed by a defendant during the pretrial stage. The Virginia Model is an existing public domain instrument. It is research-based and has been adopted and customized for counties in several states, in addition to the State of Virginia, including Michigan, Ohio, Illinois, Pennsylvania, North Carolina, New Jersey, and others. The Virginia Model was recently validated in the Commonwealth of Virginia⁴ utilizing data from 80 jurisdictions statewide and has been independently validated in Summit County, Ohio⁵ and Lake County, Illinois.⁶ The Oakland County Pretrial Risk Assessment was customized to ensure consistency with Michigan bail and pretrial services related court rules and statutes and Oakland County practices and preferences, while maintaining the integrity of the research-based assessment.

Proper implementation of a pretrial risk assessment requires, at a minimum, the tasks listed below.

¹ See Marie VanNostrand, *Assessing Risk Among Pretrial Defendants in Virginia: The Virginia Pretrial Risk Assessment Instrument* (Richmond, VA: Virginia Department of Criminal Justice Services, 2003)

² For national best practices see the Association of Pretrial Services Agencies Standards on Pretrial Release, Third Edition (2004), American Bar Association Standards for Criminal Justice Standards on Pretrial Release, Third Edition (2002), and National District Attorney’s Association National Prosecution Standards, Third Edition (2010).

³ Marie VanNostrand, Ph.D. “Legal and Evidence-Based Practices: Application of Legal Principles, Laws, and Research to the Field of Pretrial Services” (Crime and Justice Institute and National Institute of Corrections, 2007)

⁴ Marie VanNostrand, Ph.D. and Kenneth J. Rose *Virginia Pretrial Risk Assessment Instrument Validation Study* (Luminosity in partnership with the Virginia Department of Criminal Justice Services, 2009)

⁵ Christopher T. Lowenkamp and Kristin Bechtel, *A Validation of the Summit County Pretrial Risk Assessment Instrument* (Cincinnati, OH: University of Cincinnati, 2007)

⁶ Illinois Court 19th Judicial Circuit, *Lake County Pretrial Risk Assessment Instrument Validation Study* (Lake County, IL: 19th Judicial Circuit, 2007).

1. A review of local pretrial services agency procedures to -
 - A. ensure that current investigation practices include collection and verification of all necessary information to complete an accurate assessment;
 - B. identify the most appropriate and beneficial point to complete the risk assessment; and
 - C. ensure the proper infrastructure is in place for the collection of risk assessment, program performance and outcome measures, and other needed data for future local validation of the assessment.
2. Training on proper risk factor collection, interpretation, and assessment completion.
3. Onsite technical assistance to provide subject matter expertise and assistance with proper instrument completion and integration of the assessment into agency and system practices.
4. Post-implementation support.

In addition, justice system stakeholders may benefit from a presentation regarding the pretrial risk assessment. It is proposed that the tasks documented above (1- 4) be completed for all agencies pursuing the implementation of a pretrial risk assessment and that an optional presentation to stakeholders will be provided when requested.

IMPLEMENTATION STRATEGY AND PLAN

Phase I: Review of Local Pretrial Services Agency Procedures

A review of local pretrial services agencies procedures will be completed to –

- ◆ ensure that current investigation practices include collection and verification of all necessary information to complete an accurate assessment;
- ◆ identify the most appropriate and beneficial point to complete the risk assessment; and
- ◆ ensure the proper infrastructure is in place for the collection of risk assessment, program performance and outcome measures, and other needed data for future local validation of the assessment.

Recommendations will be made regarding necessary modifications to pretrial services agency practices to ensure that an accurate risk assessment can be successfully implemented and to prepare for future local validation.

Resources: Dr. VanNostrand, Justice Project Manager, and Ken Rose, Sr. Justice Consultant, will provide the services necessary to complete this phase. They will spend 4 hours each (8 total) per agency. The services will be completed remotely through the use of email, phone conferencing, and web collaboration using GoTo Meeting provided by Luminosity.

Phase II: Pretrial Risk Assessment Training

During this phase, a one day onsite training will be provided to all pretrial services staff on the proper risk factor collection, interpretation, and assessment completion. In addition, the training will include critical foundation related information including the concepts of pretrial justice and

legal and evidence-based practices, and the research behind the Virginia Model pretrial risk assessment as adopted for Oakland County, Michigan.

In order to minimize the cost to each agency (economies of scale) and maximize the benefit to each county through cross county collaboration, the training will be provided regionally. A review of the 11 counties expressing an interest in risk assessment implementation reveals that two regional trainings could be provided in Kent County (Western Region) and Genesee County (Eastern Region). These counties were selected for the regional training sites based on proximity to the other counties, specifically, that other counties will be required to travel no more than 1.5 hours to attend the training. In addition, to minimize the impact on agency operations, the training will be provided twice in each region. It should be noted that a County may opt to have their own training onsite in their County at an additional cost.

Resources: Dr. VanNostrand, Justice Project Manager, and Ken Rose, Sr. Justice Consultant, will provide the training necessary to complete this phase. It is proposed they will both spend one week onsite providing two – one day trainings at both regional sites (four total trainings). All training materials and necessary equipment will be provided by Luminosity. Training space will be provided by the hosting county.

Phase III: Implementation Technical Assistance and Post-Implementation Support

During this phase, onsite technical assistance to provide subject matter expertise and assistance with proper instrument completion and integration of the assessment into agency and system practices will be provided. This will involve the following : (1) [observing and providing feedback on the interview and investigation procedures to ensure all information necessary for accurate instrument completion is being collected](#), (2) [working with staff to identify the procedures that will need to be modified to integrate the completion of the risk assessment into their current process](#), (3) [working with staff to determine how the risk assessment results will be relayed to the Court, if applicable](#), and (4) [applying the risk assessment to existing and/or new cases and working with staff to ensure the instrument is being applied correctly](#). An optional presentation to stakeholders will be provided upon request. Finally, post-implementation support will be provided for 60 days.

Resources: Ken Rose, Sr. Justice Consultant, will provide the onsite technical assistance necessary to complete this phase. Ken will spend two days onsite with each pretrial services agency. In addition, he will provide post-implementation support remotely for 60 days through the use of email, phone conferencing, and web collaboration using GoTo Meeting provided by Luminosity. Dr. VanNostrand or Ken Rose will provide a stakeholder presentation if requested at a mutually agreed upon day and time.

PROJECT TIME LINE AND COST

There are 11 Pretrial Services Agencies in Michigan that have expressed an interest in implementing the Oakland County Pretrial Risk Assessment. The proposed time line and cost are

contingent upon a minimum of 8 agencies participating in the project - four in each region. The time line and cost are also contingent upon implementation using the regional approach detailed in the implementation strategy and plan section of this proposal.

Assuming the contingencies are met, the implementation of a pretrial risk assessment for multiple Michigan Pretrial Services Agencies project will be completed in four (4) months at a cost per Pretrial Services Agency of \$6,599. The total cost per agency is based on staff hours and corresponding rates.

EXHIBIT B

Memorandum of Understanding

for

Each Participating County



Michigan Association of Community Corrections Advisory Boards M.A.C.C.A.B.

April 14, 2011

MEMORANDUM OF UNDERSTANDING

The role of M.A.C.C.A.B. for the Pretrial Risk Assessment Project (“Project”) will be limited to that of fiduciary agent. M.A.C.C.A.B. agrees to act as the fiduciary agent in order to facilitate payment for this Project from all participating counties to Luminosity, Inc. as set forth in the attached Contract. M.A.C.C.A.B. shall not be responsible for any project costs or Project responsibilities other than pass-through funds from participating Counties to Luminosity, Inc.

By signing this Memorandum of Understanding _____ County (“Participating County”) agrees to and states the following:

1. M.A.C.C.A.B. is not responsible for any part of this Project other than acting as the fiduciary agent to transfer payment for each participating county to Luminosity, Inc. pursuant to the terms of the Contract attached.
2. The undersigned County representative has authority to represent the County in this matter.
(Please provide a copy of the adopted resolution or contract authorization document)
3. The County agrees to all terms of the attached Luminosity, Inc. Contract.
4. County policies and procedures allow for payment for services provided pursuant to the attached Contract with Luminosity, Inc. to M.A.C.C.A.B. for pass-through reimbursement to Luminosity by the Participating County.
5. The County shall submit payment in the amount of \$6,599 to M.A.C.C.A.B. on the following schedule: One third (\$2,199) within 30 days after completion of the regional training attended by the Participating County and the balance (\$4,400) within 30 days after completion of the Participating County’s Project.

COUNTY OF _____

Name: _____ Date: _____
(Signature)

Title: _____
(Print or Type)

MACCAB

Name _____ Date: _____
(Signature)

Title: _____
(Print or Type)



LIVINGSTON COUNTY, MICHIGAN
COMMUNITY CORRECTIONS

200 S. Highlander Way
Phone (517)540-7620 Fax (517) 546-8358
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners

From: Diane D. Bockhausen

Date: 4/21/2011

Re: RESOLUTION AUTHORIZING the Michigan Association of
Community Corrections Advisory Board (M.A.C.C.A.B.) to act
as fiduciary in engaging in a contract with Luminosity -
COMMUNITY CORRECTIONS/PUBLIC SAFETY/FINANCE/BOARD

Livingston County Community Corrections (LCCC) has entered into a contract with the Michigan Department of Corrections (MDOC) to provide comprehensive plans and services for Livingston County under PA 511. The LCCC is guided by its Advisory Board which examines local corrections data in order to determine how Livingston County can reduce recidivism rates, reduce jail time and reduce the prison commitment rates in favor of alternative programming. In order to fulfill the terms and agreement of the contract with the MDOC for the 2011 and subsequent grant years, the local Advisory Board and the M.D.O.C. approved expenditure of PA 511 funds for a study to be completed by a company called Luminosity who specializes in providing validated risk assessment tools to be used in conjunction with pre-trial and other criminal justice services.

In order to reduce the expense of the services of Luminosity, the Michigan Association of Community Corrections Advisory Boards has agreed to coordinate the services of Luminosity and act as fiduciary for this contract. An individual contracting with Luminosity would expect to pay \$75,000 to \$100,000 for the development of a region specific risk assessment tool. This same risk assessment tool will cost Livingston County \$6,600, all covered by the PA511 grant, because eleven CCAB's have combined forces and are entering into this contract that will be coordinated by the M.A.C.C.B.

It is expected that the study upon which the risk assessment tool will be based will be completed sometime before August. Attached is a copy of the Contract and a Memorandum of Understanding.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY TREASURER TO ESTABLISH
2010 DELINQUENT TAX FUND – Office of the Treasurer / Finance Committee**

WHEREAS, The Livingston County Board of Commissioners has utilized Delinquent Revolving Tax Fund financing to settle delinquent tax accounts with involved governmental entities on a timely basis; and

WHEREAS, as a result, the school districts, as well as other local governments have been able to better plan and provide for necessary expenditures, often avoiding the necessity to borrow for operational needs; and

WHEREAS, Public Act 105 of 2003, enacted July 24, 2003 amended the General Property Tax Act 206 of 1893 as pertains to homestead property tax exemptions, now referred to as Principal Residence Exemptions and requires PRE's to be paid with the delinquent payout; and

WHEREAS, Livingston County has \$22,853 of Principal Residence Exceptions that were turned over delinquent as of March 1, 2011; and

WHEREAS, the 2010 levied tax delinquency as of March 1, 2011 is \$18,174,382 and;

WHEREAS, the 2010 Delinquent Tax Fund is to be funded by \$11,400,000.00 financing through the sale of Delinquent Tax Notes and \$4,797,235 transfer from existing Delinquent Tax Fund balances and tax collections received in March and April in the amount of 2,000,000.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Livingston County Treasurer to establish the 2010 Delinquent Tax Fund in The amount of \$18,197,235.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
TREASURER'S OFFICE

200 E. Grand River
Howell MI 48843
Phone 517-546-7010 Fax 517-545-9638
Web Site: livingstonlive.org

Memorandum

To: Livingston County Board of Commissioners
From: Dianne H. Hardy, Livingston County Treasurer
Date: April 20, 2011
**Re: Resolution Authorizing the Livingston County Treasurer to
establish 2010 Delinquent Tax Fund**

By the 23rd of March we had balanced and settled with all of our taxing units for the 2010 property taxes. The 2010 levied tax-delinquency was \$18,174,382. In addition, the Principal Residence Exemptions (PRE'S) that were turned over delinquent, as required by PA105 of 2003 which amended PA206 of 1893, were in the amount of \$22,853.

The 2010 Delinquent Tax Fund will be established for the 2010 delinquent taxes and the delinquent PRE'S in the amount of \$18,197,235.

We anticipate selling notes in the amount of \$11,400,000 to partially fund the delinquent payout. The balance of \$4,797,235 will be transferred in from excess in the delinquent revolving tax funds, and tax collections received in March and April in the amount of \$2,000,000.

If you have any questions regarding this matter, feel free to contact me.

RESOLUTION

NO.:

LIVINGSTON COUNTY

DATE:

RESOLUTION AMENDING RESOLUTION # 2011-04-110 AUTHORIZING JAIL KITCHEN AND SHOWER FLOOR REPLACEMENT - BUILDING SERVICES / GENERAL GOVERNMENT

WHEREAS, the Building Services Department has recognized a need to replace the worn kitchen and shower flooring at the jail.

WHEREAS, Building Services has competitively bid the floor work to be preformed in the amount of ~~\$13,400.00~~ \$15,700.00; and

WHEREAS, Building Services has chosen the lowest priced qualified contractor to perform the floor project; and

WHEREAS, the Building Services Department is requesting authorization to transfer the current year budgeted funds from the Capital Replacement Fund to the Building Services Fund for the amount of ~~\$13,400.00~~ \$15,700.00 to cover the replacement of the jail kitchen and shower floor.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the utilization of Stonehard flooring to remove and replace worn tile and replace it with a non slip epoxy floor for the amount of ~~\$13,400.00~~ \$15,700.00.

THEREFORE BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes a transfer of funds, for the replacement of flooring at the Livingston County jail kitchen and shower, from the Capital Replacement Fund to the Building Services Contracted Services fund in the amount of ~~\$13,400.00~~ \$15,700.00.

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MOVED:

SECONDED:

CARRIED:



Livingston County Building Services

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

Memorandum

To: Livingston County Board of Commissioners

From: Chris Folts

Date: April 25, 2011

Re: Resolution Amending Resolution # 2011-04-110 to include replacement of shower floor

On April 12, 2011, the Board of Commissioners authorized the replacement of the Jail kitchen floor for an amount not to exceed \$ 13,400.00. It has since been determined that a portion of the Jail shower floor is also in need of replacement. The cost of this additional work will be \$2,300.

Therefore, I am requesting that the attached resolution be approved to include the replacement of the Jail shower floor for \$2,300. The total cost for the project will not exceed \$15,700.00.

If you have any questions or concerns regarding this matter, please do not hesitate to contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING AN AGREEMENT WITH MR. LEROY C. GOUGH TO PROVIDE ATTORNEY SERVICES FOR ADULT DRUG COURT – CIRCUIT COURT

WHEREAS, Livingston County has a need for attorney service for the Adult Drug Court program ; and

WHEREAS, Livingston County currently pays a total amount of \$12,000.00 per year for these services; and

WHEREAS, the current contract expired on December 31, 2010 and,

WHEREAS, Mr. Leroy C. Gough of Brighton, Michigan submitted a quote that will provide attorney services at the rate of \$12,000.00 for the period of January 1, 2011 through December 31, 2011; and

WHEREAS, funding for same is available through the Circuit Court Budget; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with Mr. Leroy C. Gough for attorney services at the rate of \$12,000.00 for the period of January 1, 2011 through December 31, 2011.

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

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MOVED:
SECONDED:
CARRIED:

AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2011, by and between **THE 44TH CIRCUIT COURT** (Herein after referred to as the “Court” and **LEROY C. GOUGH**, Attorney at Law, 8163 Grand River, Suite 100, Brighton, Michigan 48114, (Herein after referred to as the “Contractor”).

WITNESSETH:

WHEREAS, The Court requires attorney services for indigent defendants appearing before the Drug Court; and

WHEREAS, the Contractor desires to perform such services and is qualified to provide the same.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED AS FOLLOWS:**

FIRST: Term and Compensation:

- A. The term of this agreement is January 1, 2011, to December 31, 2011.
- B. The total compensation which the Contractor shall receive for services rendered under this contract shall be the sum of **Twelve Thousand Dollars (\$12,000.00)**, payable as follows:
 - \$1,000.00 on the 10th of each month beginning January 10, 2011, and continuing through December 10, 2011.

SECOND: Duties of the Contractor:

- A. **Assigned Cases:** Contractor shall attend all sessions of Drug Court in the 44th Circuit Court and shall provide legal assistance to defendants as required.
- B. **Conflict.** In the event a conflict occurs in the representation of a defendant, the Contractor shall promptly notify the Court of same.
- C. **Outside Representation.** It is agreed that the Contractor shall not be retained to represent any client in any other jurisdiction while that client is being represented under this contract.
- D. **Private Practice.** The Contractor may maintain a private, civil and criminal practice, but shall give priority to assigned cases over private practice matters.
- E. **Reports.** The Contractor shall submit to the Court reports or information related to the services to be provided under this Agreement when and as requested by the Court, with the exception of matters relating to client confidences, provided at least five days written notification is given to the Contractor. Failure to submit said reports or information, or failure to submit any other report or information specifically required by this Agreement shall constitute a breach of this Agreement and grounds for immediate termination.

THIRD: Fees, Charges or Contributions. Under no circumstances shall the Contractor solicit or receive fees, charges, or contribution of any nature for the services it renders under this Agreement, except for those fees and reimbursements paid pursuant to this contract.

FOURTH: Compliance with the law. The Contractor shall render the services required of him by this Agreement in compliance with all applicable policies, rules and regulations of the court.

FIFTH: Non-discrimination.

- A. The Contractor shall not discriminate against a person to be served under this Agreement because of race, color, religion, national origin, sex, disability, height, weight, marital status, political affiliation or beliefs, or citizenship.
- B. The Contractor shall adhere to all Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination with regard to persons seeking employment. The Contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, political affiliation or beliefs, or citizenship.
- C. Breach of the covenants set forth in this paragraph shall be regarded as a material breach of this Agreement.

SIXTH: Independent Contractor. It is expressly understood and agreed that the Contractor is an independent Contractor. The employees, servants and agents of the Contractor shall in no way be deemed to be and shall not hold themselves out as employees, servants or agents, of the Court. The Contractor's employees, servants and agents shall not be entitled to any fringe benefits of the Court, such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave or longevity. The Contractor shall be responsible for the withholding and payment of applicable taxes, including, but not limited to, local governments. The Contractor shall carry worker's compensation and unemployment compensation coverage for his employees, as required by law.

SEVENTH: Indemnification and Hold Harmless. The Court shall assume no responsibility for actions brought against the Contractor for the performance of services rendered by the Contractor, nor shall the Court defend or indemnify the Contractor with respect thereto. The Contractor understands and agrees that its contractual activity is not covered under the Court's liability insurance. The Contractor shall provide its own professional liability insurance covering each of its employees while performing the services set forth under the terms of the Agreement. Proof of said insurance shall be provided to the Court upon request. The Contractor shall indemnify and hold harmless the court for all costs, damages, lawsuits, or liabilities, errors, omissions, negligence and/or malpractice of the Contractor.

EIGHTH: Waivers. No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

NINTH: Modification of Agreement. Modifications, amendments or waivers of any provision of this Agreement may be made only by the written consent of parties hereto.

TENTH: Assignment and Subcontracting. The Contractor shall not assign, subcontract, or otherwise transfer his duties and/or obligation under this Agreement without prior written approval by the Chief Circuit Judge. No additional payments shall be made by the Court for the services of the subcontractor. The compensation of such subcontractors shall be solely the responsibility of the Contractor.

ELEVENTH: Disregarding Titles. The titles of the paragraphs set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

TWELFTH: Completeness of the Agreement. This Agreement contains all the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement, or any part thereof shall have any validity or bind any of the parties hereto.

THIRTEEN: Agreement Period/Termination. This Agreement shall commence upon the **1st** day of **January, 2011**, and shall continue until the **31st** day of **December, 2011**, at which time it shall terminate. Notwithstanding the foregoing, any of the parties to this Agreement may terminate this Agreement upon sixty (60) days prior written notification to the other party.

FOURTEENTH: Invalid Provisions. If any provision of this Agreement is held to be invalid, the remainder of this Agreement shall not be affected thereby.

FIFTEENTH: Certification. The person(s) signing on behalf of the Parties hereto certify by said signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

IN THE PRESENCE OF

44TH CIRCUIT COURT:

Date BY: _____
DAVID J. READER - CHIEF CIRCUIT JUDGE

CONTRACTOR:

Date BY: _____
LEROY C. GOUGH - ATTORNEY AT LAW

COUNTY OF LIVINGSTON:

Date BY: _____
MAGGIE E. JONES - CHAIRMAN
BOARD OF COMMISSIONERS



Memorandum

To: Livingston County Board of Commissioners
From: William H. Newhouse
Date: April 25, 2011
Re: Public Defender Drug Court Contract

Honorable Commissioners:

Enclosed is your copy of the proposed contract for legal services between the Livingston County Circuit Court and Mr. Leroy Gough for attorney services in defending individuals who are participants in the Adult Drug Court of the 44th Circuit Court.

The contract amount is a continuation of previous contracts. Since its original authorization, this contract has never been increased. Given the scope of services provided pursuant to the contract, negotiating a reduced amount would jeopardize the willingness of Mr. Gough, or any other prospective bidder, to accept the contract.

Therefore, I request that you authorize entering into the agreement under the terms stated in the resolution.

Cc: Hon. David Reader
Ms. Peggy Toms

Claim#	Claimant	Description	Amount
101	BOARD OF COMMISSIONERS 101 101-726.000	OFFICE SUPPLIES ACCOUNT #49970374 ACCOUNT #49970374 OFFICE SUPPLIES Total	46.95 122.89 169.84
101	101-957.000	EMPLOYEE TRAINING/SEMINARS HOWELL CHAMBER OF COMMERCE ACCOUNT #2647 MANTEY EMPLOYEE TRAINING/SEMINARS Total	20.00 189.84
131	CIRCUIT COURT 101 131-726.000	OFFICE SUPPLIES ACCOUNT #49970374 ACCOUNT #49970374 OFFICE SUPPLIES Total	245.69 91.78 337.47
101	131-801.010	VISITING JUDGE BURRESS, DANIEL A 4/1 & 4/7/11 VISITING JUDGE Total	839.52
101	131-802.000	ATTORNEY FEES-INDIGENT PERRAULT, MITCHELL SHOW CAUSE 06-37941/98-26739/0 BALMFORTH, JAMES SHOW CAUSE 03-34661/96-24158/0 WILCOX, MARCUS D. FOC HEARING WILCOX, MARCUS D. HENRY WARBLow ATTORNEY FEES-INDIGENT Total	250.00 250.00 100.00 112.50 712.50
101	131-819.010	CONTRACT- PUBLIC DEFENDER JAMES BUTTREY PEOPLE V SMITH 10-18844-FH REI CONTRACT- PUBLIC DEFENDER Total	159.40 159.40
136	DISTRICT COURT 101 136-726.000	CIRCUIT COURT Total	2,048.89
101	136-802.000	OFFICE SUPPLIES ADVANTAGE BUSINESS SYSTEMS LLC 53RD DISTRICT OFFICE DEPOT ACCOUNT #49970374 OFFICE DEPOT ACCOUNT #49970374 OFFICE DEPOT ACCOUNT #49970374 OFFICE DEPOT ACCOUNT #49970374 OFFICE DEPOT ACCOUNT #49970374 OFFICE DEPOT ACCOUNT #49970374 OFFICE DEPOT ACCOUNT #49970374 OFFICE DEPOT ACCOUNT #49970374 OFFICE SUPPLIES Total	299.50 19.92 629.70 121.53 37.42 129.47 20.32 9.20 144.64 1,411.70
101	136-802.000	ATTORNEY FEES-INDIGENT HARRIS & LITERSKI PEOPLE V AMBER NESBITT HARRIS & LITERSKI PEOPLE V TRIXY LOUCKS ATTORNEY FEES-INDIGENT Total	315.00 787.00 1,102.00
101	136-819.000	OTHER CONTRACT SERVICES LEXISNEXIS RISK DATA ACCOUNT #1128730 OTHER CONTRACT SERVICES Total	50.00 50.00
101	136-819.010	CONTRACT SERV-COMMUNITY	

Claim#	Claimant	Description	Amount
751	GARRY FLANARY & ASSOCIATES	BLOOMFIELD 09-3448 TMB; CAMPBE	201.00
264	COMPLETE COUNSELING CENTER	FRATZKE S205849 CSR	30.00
285	KITH AND KIN EDUCATION SERVICES, INC.	MARGARET HOSKINS 10-3669 SD ME	525.00
234	ATKINS, JUDY LEIGH	SHERRY WHITCOMB 10-1779 SM TMB	375.00
233	ATKINS, JUDY LEIGH	SAMANTHA WRIGHT 09-2774 SD TMB	375.00
230	ATKINS, JUDY LEIGH	CHAD KLEIN 10-2049 FY LSG	300.00
232	ATKINS, JUDY LEIGH	KENNA PICHLER 10-2011 SM CSR	225.00
231	ATKINS, JUDY LEIGH	SABRINA MAAS 10-0837 SD CSR	225.00
763	ATKINS, JUDY LEIGH	WESTERMAN 10-1682 SM TMB	300.00
764	A 2ND CHANCE DRUG	DOWDY 10-3031 TMB	30.00
780	A 2ND CHANCE DRUG	GARDNER 10-2583 TMB	28.00
779	A 2ND CHANCE DRUG	MILLS 09-2153 CSR	90.00
778	A 2ND CHANCE DRUG	PASCOE 10-2328 TMB	12.00
776	A 2ND CHANCE DRUG	WORTHINGTON 10-0180 TMB	24.00
777	A 2ND CHANCE DRUG	GIBSON 10-1018 CSR	24.00
766	A 2ND CHANCE DRUG	GARDNER 10-2583 TMB	28.00
765	A 2ND CHANCE DRUG	MILLS 09-2153 CSR	30.00
771	A 2ND CHANCE DRUG	RIMPELA 10-0048 FY TMB	14.00
772	A 2ND CHANCE DRUG	GIBSON 10-1018 SD CSR	50.00
773	A 2ND CHANCE DRUG	HUDACK 10-2197 SD TMB	62.00
774	A 2ND CHANCE DRUG	SMITH 10-1880 SD TMB	62.00
775	A 2ND CHANCE DRUG	GRAHAM 10-0247 LSG	12.00
		CONTRACT SERV-COMMUNITY CORRECTIONS Total	3,022.00
101	136-819.030	CONTRACT SVS-PROJECT OPIATE 2/28/11-3/31/11	2,250.00
260	MCHALE, DENNIS	WOMENS OPIATE GROUP	1,800.00
235	ATKINS, JUDY LEIGH	KUIKAHI-LALONDE 09-3686 SM TMB	37.00
781	A 2ND CHANCE DRUG	CONTRACT SVS-PROJECT OPIATE Total	4,087.00
101	136-860.010	TRAVEL-PERS REIMB	
728	LIVINGSTON, DIANE		100.00
734	NYGREN, MARY ELLEN		65.75
263	BROWN, BRIAN		45.25
		TRAVEL-PERS REIMB Total	211.00
101	136-956.000	MISC. EXPENSE	
199	MARCY'S DRY CLEANING	GEDDIS ROBE	12.00
		MISC. EXPENSE Total	12.00
148	PROBATE COURT	DISTRICT COURT Total	9,895.70
101	148-726.000	OFFICE SUPPLIES	
508	OFFICE DEPOT	ACCOUNT #49970374	146.06
509	OFFICE DEPOT	ACCOUNT #49970374	104.55
		OFFICE SUPPLIES Total	250.61
101	148-802.000	ATTORNEY FEES-INDIGENT	
808	MONICA J. COPELAND	0910900GM, 0910901GM, 0910899G	120.00
		ATTORNEY FEES-INDIGENT Total	120.00
101	148-817.000	MEMB. DUES & REGISTRATN.	
477	LIVINGSTON COUNTY BAR ASSOC.	JAMES DUQUET & CHRISTINA LICHT	100.00
		MEMB. DUES & REGISTRATN. Total	100.00
101	148-836.000	DOCTOR'S SERVICES-EXAMS	
536	SWISTAK, LEONARD PHD	A. NACIF	400.00

Claim#	Claimant	Description	Amount
537	SWISTAK, LEONARD PHD	G. SMITH	375.00
101	148-851.000	DOCTOR'S SERVICES-EXAMS Total	775.00
532	AT&T	TELEPHONE	3.69
101	148-851.000	TELEPHONE Total	3.69
510	OFFICE DEPOT	OFFICE SUPPLIES	74.61
511	OFFICE DEPOT	ACCOUNT #49970374	204.42
512	OFFICE DEPOT	ACCOUNT #49970374	175.08
513	OFFICE DEPOT	ACCOUNT #49970374	214.00
149	JUVENILE COURT	PROBATE COURT Total	1,249.30
101	149-802.000	OFFICE SUPPLIES Total	668.11
544	Law Office of Steven M Dodge, PLLC	ATTORNEY FEES-INDIGENT	60.00
543	Law Office of Steven M Dodge, PLLC	Law Office of Steven M Dodge, PLLC	120.00
550	SUE A. HAMILTON, P.C.		60.00
554	KRINOCK, R REID		60.00
555	KRINOCK, R REID		120.00
557	KRINOCK, R REID		300.00
558	MCKENZIE, ROBERT		60.00
574	COMBS, STACY		120.00
572	COMBS, STACY		360.00
579	COMBS, STACY		120.00
570	COMBS, STACY		120.00
575	COMBS, STACY		120.00
578	COMBS, STACY		180.00
576	COMBS, STACY		60.00
577	COMBS, STACY		120.00
571	COMBS, STACY		120.00
585	MORRISON, WILLIAM M		120.00
588	MORRISON, WILLIAM M		120.00
584	MORRISON, WILLIAM M		180.00
587	MORRISON, WILLIAM M		240.00
591	HOUGABOOM, WILLIAM H		60.00
601	HOUGABOOM, WILLIAM H		60.00
602	HOUGABOOM, WILLIAM H		120.00
597	HOUGABOOM, WILLIAM H		60.00
596	HOUGABOOM, WILLIAM H		120.00
598	HOUGABOOM, WILLIAM H		60.00
599	HOUGABOOM, WILLIAM H		60.00
600	HOUGABOOM, WILLIAM H		60.00
593	HOUGABOOM, WILLIAM H		60.00
594	HOUGABOOM, WILLIAM H		60.00
595	HOUGABOOM, WILLIAM H		60.00
589	HOUGABOOM, WILLIAM H		60.00
590	HOUGABOOM, WILLIAM H		60.00
603	Law Office of Brian J Prain, PLLC	Law Office of Brian J Prain, PLLC	120.00
604	Law Office of Brian J Prain, PLLC	Law Office of Brian J Prain, PLLC	60.00
635	DICKSON, LYLE		60.00
636	DICKSON, LYLE		60.00
634	DICKSON, LYLE		360.00

Claim#	Claimant	Description	Amount
637	DICKSON, LYLE		120.00
652	WARD, JENNIFER LYNN		60.00
651	WARD, JENNIFER LYNN		120.00
653	WARD, JENNIFER LYNN		60.00
657	SCHOOLCRAFT LEGAL, PLC		60.00
655	SCHOOLCRAFT LEGAL, PLC		60.00
656	SCHOOLCRAFT LEGAL, PLC		60.00
660	SCHOOLCRAFT LEGAL, PLC		60.00
659	SCHOOLCRAFT LEGAL, PLC		120.00
658	SCHOOLCRAFT LEGAL, PLC		120.00
662	SCHOOLCRAFT LEGAL, PLC		120.00
661	SCHOOLCRAFT LEGAL, PLC		60.00
664	CECI, JOHN R.		60.00
663	CECI, JOHN R.		60.00
665	CECI, JOHN R.		120.00
670	NALLEY, CHRISTOPHER M.		60.00
673	NALLEY, CHRISTOPHER M.		60.00
672	NALLEY, CHRISTOPHER M.		60.00
668	NALLEY, CHRISTOPHER M.		60.00
671	NALLEY, CHRISTOPHER M.		60.00
669	NALLEY, CHRISTOPHER M.		60.00
683	KAY, DIANE MARIE		60.00
677	KAY, DIANE MARIE		60.00
679	KAY, DIANE MARIE		60.00
682	KAY, DIANE MARIE		120.00
688	KAY, DIANE MARIE		60.00
684	KAY, DIANE MARIE		120.00
681	KAY, DIANE MARIE		60.00
686	KAY, DIANE MARIE		60.00
676	KAY, DIANE MARIE		120.00
689	KAY, DIANE MARIE		60.00
690	KAY, DIANE MARIE		60.00
685	KAY, DIANE MARIE		120.00
678	KAY, DIANE MARIE		60.00
687	KAY, DIANE MARIE		240.00
680	KAY, DIANE MARIE		60.00
691	LAW OFFICES OF		60.00
696	Law Office of Alexander K.		120.00
693	Garthoff PLLC		180.00
694	Law Office of Alexander K.		60.00
697	Garthoff PLLC		60.00
695	Law Office of Alexander K.		60.00
692	Garthoff PLLC		60.00
	Garthoff PLLC	ATTORNEY FEES-INDIGENT Total	7,860.00
101	149-851.000	TELEPHONE	
468	AT & T	ACCOUNT #0532951603001 SERVICE	57.80
495	AMERICAN MESSAGING	ACCOUNT #21-163563	2.11
		TELEPHONE Total	59.91
101	149-902.000	LEGAL NOTICES	
487	LIVINGSTON CO DAILY PRESS &	ACCOUNT #3011964	30.45
		LEGAL NOTICES Total	30.45

Claim#	Claimant	JUVENILE COURT Total	Description	Amount
150	GUARDIANSHIP 101 150-860.010	526	TRAVEL-PERS REIMB KALLIO, EUNICE TRAVEL-PERS REIMB Total	160.50
151	PROBATION-CIRCUIT 101 151-726.000	34 35 624 623	OFFICE SUPPLIES OFFICE DEPOT OFFICE DEPOT OFFICE DEPOT OFFICE DEPOT OFFICE SUPPLIES Total	13.80 12.86 158.09 12.87 197.62
168	CENTRAL SVS-JUDICIAL CENTER 101 168-729.000	303	PROBATION-CIRCUIT Total PUBLICATIONS/SUBSCRIPT. WEST PAYMENT CENTER ACCOUNT #1000823002 PUBLICATIONS/SUBSCRIPT. Total	197.62 1,462.86
171	101 168-730.000	758 271	POSTAGE METER FEES HASLER, INC NEOPOST, INC. POSTAGE METER FEES Total	118.50 201.99 320.49
172	101 168-806.000	243 735 302 494	JURY FEES SPARTAN STORES SPARTAN STORES CRYSTAL WATER COMPANY JP MORGAN ELECTRONIC JURY FEES Total	14.77 6.79 27.00 318.00 366.56
173	101 168-807.000	283 282 281 284 527 287	WITNESS FEES SPEAK EASY LANGUAGES SPEAK EASY LANGUAGES SPEAK EASY LANGUAGES SPEAK EASY LANGUAGES LANGUAGE LINE SERVICES WITNESS FEES Total	270.00 270.00 270.00 330.00 100.31 1,510.31
174	101 168-819.000	524	OTHER CONTRACTUAL SERVICES LEXISNEXIS RISK DATA ACCOUNT #1224900 OTHER CONTRACTUAL SERVICES Total	208.45
175	COUNTY ADMINISTRATION 101 172-726.000	314	CENTRAL SVS-JUDICIAL CENTER Total OFFICE SUPPLIES OFFICE DEPOT ACCOUNT #49970374 OFFICE SUPPLIES Total	3,868.67 41.49
176	101 172-957.000	721	EMPLOYEE TRAINING/SEMINARS HOWELL CHAMBER OF COMMERCE ACCOUNT #2647 PETERS EMPLOYEE TRAINING/SEMINARS Total	20.00
215	COUNTY CLERK 101 215-726.000		COUNTY ADMINISTRATION Total OFFICE SUPPLIES	61.49

Claim#	Description	Amount
474	HAVILAND PRINTING	627.00
217	Claimant	504.55
218	OFFICE DEPOT	47.36
361	NORTHERN BANK NOTE CO	2,505.00
	OFFICE SUPPLIES Total	3,683.91
46	MEMB. DUES & REGISTRATION	20.00
	LIV CO MUNICIPAL CLERKS ASSOC 2011/20112 DUES	
	MEMB. DUES & REGISTRATION Total	20.00
1	OTHER CONTRACT SERVICES	1,123.68
341	ADP	2,441.32
	ADP	
	ACCOUNT #00056420002	
	CUSTOMER #00056420002	
	OTHER CONTRACT SERVICES Total	3,565.00
	COUNTY CLERK Total	7,268.91
365	OFFICE SUPPLY-COURT	2,013.01
	CASPER CORPORATION	
	FOLDERS	
	OFFICE SUPPLY-COURT Total	2,013.01
351	OTHER CONTRACT SERVICES	6,026.00
	PLANTE & MORAN, LLP	
	ACCOUNTING SERVICES AUDIT	
	OTHER CONTRACT SERVICES Total	6,026.00
	AUDITING SERVICES Total	6,026.00
309	EMPLOYEE TRAINING/SEMINARS	500.00
	BOSTWICK, SUE I.	
	MI MASTER ASSESSING OFFICER PR	
	EMPLOYEE TRAINING/SEMINARS Total	500.00
314	OFFICE SUPPLIES	13.06
	OFFICE DEPOT	
	ACCOUNT #49970374	
	OFFICE SUPPLIES Total	13.06
331	SALES COMMISSION EXPENSE	7.63
	INTERACTIVE PROCUREMENT	
	TECHNOLOGIES	
	3/1/11-3/31/11 ON-LINE AUCTION	
	SALES COMMISSION EXPENSE Total	7.63
314	PURCH. - INT.	20.69
	OFFICE DEPOT	
	ACCOUNT #49970374	
	OFFICE SUPPLIES Total	20.69
746	OFFICE SUPPLIES	51.37
	MONROE SYSTEMS FOR BUSINESS	
	CUSTOMER #MI0587 12-P71	
	OFFICE DEPOT	-32.99
	OFFICE DEPOT	345.14
	OFFICE SUPPLIES Total	363.52
746	OPERATING SUPPLIES/EQUIPMENT	8,782.00
	KONICA MINOLTA BUSINESS	
	ACCOUNT #1123630/1147464	
	OPERATING SUPPLIES/EQUIPMENT Total	8,782.00
401	BANK CHARGES/CORRECTIONS	1,348.01
	LOOMIS	
	APRIL ARMORED CAR SVS-MARCH FU	
	BANK CHARGES/CORRECTIONS Total	1,348.01

Claim#	Claimant	Description	Amount
101	253-933.000	OFFICE EQUIP. MAINT. MONROE SYSTEMS FOR BUSINESS CUSTOMER #MI0587	65.00
17		UNIVERSITY OFFICE TECHNOLOGIES CUSTOMER # AN3178	487.50
		OFFICE EQUIP. MAINT. Total	552.50
261	CO-OP EXTENSION	TREASURER Total	11,046.03
101	261-726.000	OFFICE SUPPLIES	
518		ACCOUNT #49970374	310.23
519		ACCOUNT #49970374	36.63
520		ACCOUNT #49970374	35.44
		OFFICE SUPPLIES Total	382.30
101	261-730.000	POSTAGE/METER FEES	
522		HASLER, INC 3146523	180.50
534		POSTMASTER HOWELL PERMIT TYPE PI, PERMIT #24	185.00
		POSTAGE/METER FEES Total	365.50
101	261-819.000	OTHER CONTRACT SERVICES	
699		MICHIGAN STATE UNIVERSITY TURNER SALARIES AND FRINGES	2,479.21
700		MICHIGAN STATE UNIVERSITY VOYLE SALARIES AND FRINGES	4,250.08
701		MICHIGAN STATE UNIVERSITY TURNER SALARIES AND FRINGES	2,479.21
702		MICHIGAN STATE UNIVERSITY VOYLE SALARIES AND FRINGES	4,250.08
		OTHER CONTRACT SERVICES Total	13,458.58
101	261-860.000	TRAVEL-GAS, MI., FOOD, LDG	
674		SHRIER, CAROLINE MILEAGE REIMBURSEMENT	188.75
		TRAVEL-GAS, MI., FOOD, LDG Total	188.75
101	261-957.000	EMPLOYEE TRAINING/SEMINARS	
475		MICHIGAN STATE UNIVERSITY REIMBURSEMENT TO MSUE FOR REGI	200.00
		EXTENSION EMPLOYEE TRAINING/SEMINARS Total	200.00
262	ELECTIONS	CO-OP EXTENSION Total	14,595.13
101	262-726.000	OFFICE SUPPLIES	
217		OFFICE DEPOT ACCOUNT #49970374	34.03
216		OFFICE DEPOT ACCOUNT #49970374	16.24
		OFFICE SUPPLIES Total	50.27
101	262-901.000	ADVERTISING	
14		LIVINGSTON CO DAILY PRESS & REGISTRATION AD ACCOUNT #32348	120.00
20		H & H PUBLICATIONS REGISTRATION AD	75.00
		ADVERTISING Total	195.00
270	PERSONNEL	ELECTIONS Total	245.27
101	270-726.000	OFFICE SUPPLIES	
314		OFFICE DEPOT ACCOUNT #49970374	145.79
		OFFICE SUPPLIES Total	145.79
101	270-836.000	DOCTOR'S SERVICES-EXAMS	
460		BUSINESS HEALTH SPECIALISTS NEW HIRE PHYSICALS: DASKIEWIC	141.00
		DOCTOR'S SERVICES-EXAMS Total	141.00
101	270-901.000	ADVERTISING	
466		JOBTARGET CLASSIFIED AD	154.00
		ADVERTISING Total	154.00

Claim#	Claimant	PERSONNEL Total	Description	Amount
275	DRAIN COMMISSIONER 101 275-726.000			440.79
172	OFFICE DEPOT	OFFICE SUPPLIES	ACCOUNT #49970374	-6.80
171	OFFICE DEPOT		ACCOUNT #49970374	107.98
515	OFFICE DEPOT		ACCOUNT #49970374	1.97
514	OFFICE DEPOT		ACCOUNT #49970374	98.99
516	OFFICE DEPOT		ACCOUNT #49970374	4.05
517	OFFICE DEPOT		ACCOUNT #49970374	45.82
		OFFICE SUPPLIES Total		252.01
101	275-860.000	TRAVEL-GAS, MI., FOOD, LDG		
157	JONCKHEERE, BRIAN V.	TRAVEL-GAS, MI., FOOD, LDG Total		6.25
101	275-860.010	TRAVEL - PERS REIM		
148	RECKER, KENNETH E II	MILEAGE REIMBURSEMENT		9.50
		TRAVEL - PERS REIM Total		9.50
101	275-861.000	AUTO LEASING		
478	LIVINGSTON CO. DRAIN COMM	ADMIN MILEAGE		2,294.54
		AUTO LEASING Total		2,294.54
101	275-956.000	MISC. EXPENSE		
130	LIVINGSTON COUNTY CLERK	URSIN-NOTARY PUBLIC FEE		10.00
185	STATE OF MICHIGAN	URSIN-NOTARY PUBLIC FEE		10.00
		MISC. EXPENSE Total		20.00
101	275-956.603	PHASE II IMPLEMENTATION		
473	WASHTENAW COUNTY TREASURER	LIV CO DRAIN OFFICE		164.58
479	LIVINGSTON CO. DRAIN COMM	PHASE II IMP - MILEAGE		114.68
		PHASE II IMPLEMENTATION Total		279.26
282	PROSECUTING ATTORNEY 101 282-726.000	DRAIN COMMISSIONER Total		2,861.56
5	HAVILAND PRINTING	OFFICE SUPPLIES		
305	BEACON FORMS & LABELS, INC	LETTERHEAD AND ENVELOPES		410.90
33	OFFICE DEPOT	ACCOUNT 2528 BLANK MAILERS		278.08
311	OFFICE DEPOT	ACCOUNT #49970374		3.62
312	OFFICE DEPOT	#49970374		326.90
625	OFFICE DEPOT	ACCOUNT #49970374		18.76
		OFFICE SUPPLIES Total		12.06
		OFFICE SUPPLIES Total		1,050.32
101	282-726.146	OFFICE SUPPLIES-CVR-PA		
5	HAVILAND PRINTING	LETTERHEAD AND ENVELOPES		410.90
		OFFICE SUPPLIES-CVR-PA Total		410.90
101	282-803.000	OTHER LEGAL SERVICES		
15	AMERICAN VIDEO TRANSFER INC			19.75
299	AMERICAN VIDEO TRANSFER INC			40.00
561	AMERICAN VIDEO TRANSFER INC	P VS TREANOR		55.00
39	TCF BANK	SUBPOENA 10-019555-FH		4.95
		OTHER LEGAL SERVICES Total		119.70
101	282-804.000	TRANSCRIPTS/STENOS		
3	COX, KRISTI			307.30
29	WILLARD, SHEILA			73.50
		TRANSCRIPTS/STENOS Total		380.80

Claim#	Claimant	Description	Amount
101	282-860.000	TRAVEL-GAS,MI.,FOOD,LDG	
47	MORSE, DAVID L		24.11
21	VAILLIENCOURT, JR. WILLIAM J.		3.00
609	STEARNS, HILLARY		20.00
610	RYAN, BRIDGET		20.00
		TRAVEL-GAS,MI.,FOOD,LDG Total	67.11
101	282-860.010	TRAVEL - PERS REIM	
47	MORSE, DAVID L		40.00
21	VAILLIENCOURT, JR. WILLIAM J.		19.00
307	CAVANAUGH, MIRIAM A.		71.50
609	STEARNS, HILLARY		31.00
610	RYAN, BRIDGET		31.00
		TRAVEL - PERS REIM Total	192.50
283	REGISTER OF DEEDS	PROSECUTING ATTORNEY Total	2,221.33
101	283-726.000	OFFICE SUPPLIES	
437	OFFICE DEPOT		76.68
		OFFICE SUPPLIES Total	76.68
101	283-752.000	FILMS-PRINTS	
377	GRAPHIC SCIENCES, INC	ACCOUNT #0042161 (2011R-005398)	80.62
		FILMS-PRINTS Total	80.62
299	CIVIL COUNSEL	REGISTER OF DEEDS Total	157.30
101	299-803.000	OTHER LEGAL SERVICES	
761	CUMMINGS, MCCLOREY, DAVIS	FILE #100391	94.50
762	CUMMINGS, MCCLOREY, DAVIS	FILE #39617	7,619.60
		OTHER LEGAL SERVICES Total	7,714.10
101	299-819.000	OTHER CONTRACT SERVICES	
805	COHL, STOKER & TOSKEY PC	MARCH LABOR	256.50
806	COHL, STOKER & TOSKEY PC	MARCH LITIGATION	3,887.00
807	COHL, STOKER & TOSKEY PC	MARCH COST	2,431.48
783	ABBOTT, NICHOLSON, QUILTER,	CLIENT #04012	418.50
784	ABBOTT, NICHOLSON, QUILTER,	CLIENT #04012	94.50
187	PROFESSOR MARTIN L KOTCH	FMCS CASE NO. 10-55231-8	1,050.00
		OTHER CONTRACT SERVICES Total	8,137.98
301	SHERIFF	CIVIL COUNSEL Total	15,852.08
101	301-726.052	OFFICE SUPPLIES-ADM	
317	OFFICE DEPOT	ACCOUNT #49970374	185.35
318	OFFICE DEPOT	ACCOUNT #49970374	307.13
319	OFFICE DEPOT	ACCOUNT #49970374	38.58
273	THE UPS STORE		72.48
		OFFICE SUPPLIES-ADM Total	603.54
101	301-729.052	PUB/SUBSCRIPTION-ADM	
278	LEXISNEXIS RISK DATA	#1524845	50.00
		PUB/SUBSCRIPTION-ADM Total	50.00
101	301-730.052	POSTAGE-ADM	
273	THE UPS STORE		93.74
		POSTAGE-ADM Total	93.74
101	301-743.052	UNIFORMS-ADM	

Claim#	J.J. JINKLEHEIMER & CO Claimant	SHIRTS FOR PINKNEY LIAISON Description	Amount
2	J.J. JINKLEHEIMER & CO	SHIRTS FOR PINKNEY LIAISON	56.00
123	J.J. JINKLEHEIMER & CO	UNIFORM HATS	480.00
124	J.J. JINKLEHEIMER & CO	UNIFORM HATS	480.00
126	J.J. JINKLEHEIMER & CO	UNIFORM HATS	370.80
128	J.J. JINKLEHEIMER & CO	UNIFORM HATS	370.80
129	J.J. JINKLEHEIMER & CO	UNIFORM HATS	370.80
262	MARSHALL, ROBERT	BOOT REIMBURSEMENT	185.48
		UNIFORMS-ADM Total	2,313.88
101	301-743.056	UNIFORMS-ROAD PATROL	
125	J.J. JINKLEHEIMER & CO	UNIFORM HATS	480.00
		UNIFORMS-ROAD PATROL Total	480.00
101	301-747.052	OPERATING SUPPLIES-ADM	
293	AMERICAN AQUA, INC.	LIVIN	17.25
294	AMERICAN AQUA, INC.	LIVIN	17.25
296	AMERICAN AQUA, INC.	LIVIN	13.37
297	AMERICAN AQUA, INC.	LIVIN	15.00
328	AMERICAN AQUA, INC.	LIVIN	14.00
4	COX, KRISTI	TRANSCRIPT OF TESTIMONY	70.00
240	HOWELL HARDWARE	CLR FOR DB COFFEEPOT	7.99
241	HOWELL HARDWARE	KEYS FOR CHAPMAN	7.98
11	THE SPIRIT OF LIVINGSTON	ANNUAL AWARDS	367.40
258	BUSINESS IMAGING GROUP, INC	BUSINESS CARDS FOR SELL	52.10
108	MICHIGAN TASER DISTRIBUTING	AIR CARTRIDGES/0311-31	2,473.10
		OPERATING SUPPLIES-ADM Total	3,055.44
101	301-816.052	DRY CLEANING-ADM	
9	MARCY'S DRY CLEANING	DRY CLEANING-ADM Total	1,117.00
101	301-818.052	VEHICLE IMPOUND CHRGE-ADM	
270	CPR TOWING	TOWING CAT SKIDSTER 10-01320	216.00
		VEHICLE IMPOUND CHRGE-ADM Total	216.00
101	301-860.052	TRAVEL/ADM	
24	MATTHEW SHUTES	PARKING FOR SCHOOL	10.00
		TRAVEL/ADM Total	10.00
101	301-958.000	K-9 EXPENSE	
290	HOWELL ANIMAL HOSPITAL	K9 VET VACCINATIONS	270.00
		K-9 EXPENSE Total	270.00
		SHERIFF Total	8,209.60
320	SHERIFF TRAINING PA	EMPLOYEE TRAINING/SEMINARS	
101	320-957.000	EMPLOYEE TRAINING/SEMINARS #032811-0257-1/FEEES FOR CLAYTO	100.00
		EMPLOYEE TRAINING/SEMINARS Total	100.00
		SHERIFF TRAINING PA Total	100.00
351	JAIL	OFFICE SUPPLIES	
101	351-726.050	OFFICE DEPOT	86.64
		OFFICE DEPOT	5.89
		OFFICE SUPPLIES Total	92.53
101	351-730.050	POSTAGE	
273	THE UPS STORE	POSTAGE	21.15
		POSTAGE Total	21.15

Claim#	Claimant	Description	Amount
101	351-740.050	CLEANING SUPPLIES LIVINI30 CLEANING SUPPLIES Total	128.40
101	351-741.050	FOOD SUPPLIES ARAMARK SERVICES, INC. ARAMARK SERVICES, INC. INMATE MEALS 3/17-3/23 INMATE MEALS 3/24-3/30 FOOD SUPPLIES Total	5,560.88 5,426.72 10,987.60
101	351-747.050	OPERATING EQUIPMENT & SUPPLIES ECOLAB #018909416 AMERICAN AQUA, INC. AMERICAN AQUA, INC. AMERICAN AQUA, INC. AMERICAN AQUA, INC. AMERICAN AQUA, INC. MICHIGAN TASER DISTRIBUTING AIR CARTRIDGES/0311-31 OPERATING EQUIPMENT & SUPPLIES Total	603.15 17.25 17.25 13.36 15.00 14.00 1,961.94 2,641.95
101	351-816.050	DRY CLEANING MARCY'S DRY CLEANING DRY CLEANING Total	744.66 744.66
101	351-860.050	TRAVEL DAVIS, TERRANCE E. DAVIS, TERRANCE E. DAVIS, TERRANCE E. DAVIS, TERRANCE E. LIDDELL, GARY PARKING COURT PARKING COURT PARKING COURT PARKING COURT PARKING FOR TRIAL TRAVEL Total	10.00 10.00 10.00 10.00 8.00 48.00
101	351-930.050	BLDG REPAIR & MAINT. DOVER GREASE TRAPS, INC. BLDG REPAIR & MAINT. Total	584.00 584.00
101	351-931.050	EQUIP REPAIR & MAINT TNT TECHNICAL SERVICES, INC EQUIP REPAIR & MAINT Total	23.20 23.20
430	ANIMAL SHELTER 101 430-644.000	JAIL Total SALE-CATS & DOGS 2 GOATS PICKED UP AT 20921 TRE SALE-CATS & DOGS Total	15,271.49 -40.00 -40.00
101	430-726.000	OFFICE SUPPLIES LIVINGSTON COUNTY GIS CUSTOMER ID 2666 ANIMAL PURCHA OFFICE SUPPLIES Total	65.00 65.00
101	430-741.000	FOOD SUPPLIES PET SUPPLIES PLUS FOOD SUPPLIES Total	275.70 275.70
101	430-751.000	OTHER MISC. SUPPLIES JOSHEN PAPER OF MICHIGAN JOSHEN PAPER OF MICHIGAN JOSHEN PAPER OF MICHIGAN SUPPLYDEN INC. LIVINI20 OTHER MISC. SUPPLIES Total	47.48 269.01 39.01 66.04 421.54

Claim#	Claimant	Description	Amount
101	430-761.000	MEDICAL SUPPLIES	
789	BUTLER SCHEIN ANIMAL HEALTH SUPPLY		386.50
788	BUTLER SCHEIN ANIMAL HEALTH SUPPLY	ACCT 494720. PAUING BALANCE. C	24.98
250	BUTLER SCHEIN ANIMAL HEALTH SUPPLY		-50.00
246	BUTLER SCHEIN ANIMAL HEALTH SUPPLY		15.39
245	BUTLER SCHEIN ANIMAL HEALTH SUPPLY		280.98
244	BUTLER SCHEIN ANIMAL HEALTH SUPPLY		559.50
247	BUTLER SCHEIN ANIMAL HEALTH SUPPLY		138.66
793	BUTLER SCHEIN ANIMAL HEALTH SUPPLY	494720	14.34
791	BUTLER SCHEIN ANIMAL HEALTH SUPPLY	494720	39.00
249	BUTLER SCHEIN ANIMAL HEALTH SUPPLY		17.54
248	BUTLER SCHEIN ANIMAL HEALTH SUPPLY		56.75
790	BUTLER SCHEIN ANIMAL HEALTH SUPPLY	494720	164.33
792	BUTLER SCHEIN ANIMAL HEALTH SUPPLY	494720	309.75
794	AVID IDENTIFICATION SYSTEMS, INC.	CUSTOMER # 517-546-2154	656.25
796	BAYER HEALTHCARE LLC	7427793	143.04
280	MED-VET INTERNATIONAL		335.98
		MEDICAL SUPPLIES Total	3,092.99
101	430-819.000	OTHER CONTRACT SERVICES	
798	AMERICAN AQUA, INC.	ACCOUNT LIVINGSTONCT	10.60
803	MICHIGAN STATE INDUSTRIES	54705	464.74
799	VALLEY NATIONAL GASES, INC.	M2598	25.20
257	VALLEY NATIONAL GASES, INC.		49.60
795	GLENDA'S GROOMING	GROOMING FOR OWNER SURRENDER T	30.00
		OTHER CONTRACT SERVICES Total	580.14
431	ANIMAL CONTROL	ANIMAL SHELTER Total	4,395.37
101	431-726.000	OFFICE SUPPLIES	
288	ALLEGRA PRINT & IMAGING OF	OFFICE SUPPLIES Total	171.70
101	431-819.000	OTHER CONTRACT SVS	
787	ALBERTS, ROSANNE	2 GOATS PICKED UP AT 20921 TRE	368.50
		OTHER CONTRACT SVS Total	368.50
441	D.P.W.	ANIMAL CONTROL Total	540.20
101	441-703.000	PER DEIM/BOARDS-COMMRS.	
489	WILSON, TERRY	APRIL BPW MTG	35.00
490	JONCKHEERE, BRIAN V.	APRIL BPW MTG	35.00
491	TATARA, GREGORY	APRIL BPW MTG	35.00
496	DOMAS, DAVID	APRIL BPW MTG	35.00
498	ARENS, MICHAEL	APRIL BPW MTG	35.00

Claim#	Claimant	Description	Amount
535	BREWER, DALE	APRIL BPW MTG PER DEIM/BOARDS-COMMRS. Total	35.00 210.00
480	LIVINGSTON CO. DRAIN COMM	OTHER CONTRACT SERVICES DPW MILEAGE - HHW/BATT.COLL OTHER CONTRACT SERVICES Total	129.72 129.72
496	DOMAS, DAVID	TRAVEL-PERS REIM APRIL BPW MTG	8.75
535	BREWER, DALE	TRAVEL-PERS REIM Total	17.00
529	SUNLIGHT ADVERTISING PRODUCTS	OTHER PRINTING-MISC. LIV CO DRAIN OFFICE OTHER PRINTING-MISC. Total	503.00 503.00
149	SPAULDING, ROBERT	COMMUNITY PROMOTIONS HHW BROCHURES COMMUNITY PROMOTIONS Total	27.55 27.55
648	MEDICAL EXAMINER	D.P.W. Total	887.27
101	648-819.000	OTHER CONTRACT SERVICES CUSTOMER #94403 OTHER CONTRACT SERVICES Total	1,750.00 1,750.00
101	648-838.000	AUTOPSIES CUSTOMER #94403 AUTOPSIES Total	10,833.04 10,833.04
721	PLANNING	MEDICAL EXAMINER Total	12,583.04
101	721-726.000	OFFICE SUPPLIES ACCOUNT #49970374 OFFICE SUPPLIES Total	16.63 16.63
101	721-860.000	TRAVEL-GAS,MI., FOOD,LDG KLINE-HUDSON, KATHLEEN J APA CONFERENCE REIMBURSEMENT STANFORD, ROBERT EXPENSE SHEET DATED 4/14/2011 BARB, SCOTT EXPENSE SHEET DATED 4/13/2011 TRAVEL-GAS,MI., FOOD,LDG Total	692.19 24.25 59.83 776.27
101	721-860.010	TRAVEL-PERS REIM KLINE-HUDSON, KATHLEEN J EXPENSE SHEET DATED APRIL 4, 2 TRAVEL-PERS REIM Total	116.00 116.00
101	721-957.000	EMPLOYEE TRAINING/SEMINARS MICHIGAN ASSOCIATION OF SPRING INSTITUTE FOR SCOTT BAR PLANNING	105.00 105.00
101	721-957.000	MICHIGAN ASSOCIATION OF SPRING INSTITUTE FOR ROB STANF PLANNING EMPLOYEE TRAINING/SEMINARS Total	210.00 210.00
651	AMBULANCE	PLANNING Total GENERAL FUND Total	1,118.90 1,32,644.45

210	651-726.000	626	OFFICE DEPOT	OFFICE SUPPLIES	ACCOUNT #49970374	140.75
		Claimant	Claimant	Description	Amount	
		627	OFFICE DEPOT	ACCOUNT #49970374	-71.49	
		628	OFFICE DEPOT	ACCOUNT #49970374	112.05	
		630	TECHDEPOT	CUSTOMER I.D. #02117894	245.84	427.15
				OFFICE SUPPLIES Total		
210	651-743.000			UNIFORMS		
		398	NYE UNIFORM COMPANY		58.99	
		393	NYE UNIFORM COMPANY		171.00	
		399	NYE UNIFORM COMPANY		176.97	
		394	NYE UNIFORM COMPANY		260.00	
		395	NYE UNIFORM COMPANY		16.00	
		396	NYE UNIFORM COMPANY		220.93	
		397	NYE UNIFORM COMPANY		63.98	
		400	NYE UNIFORM COMPANY		47.50	
				UNIFORMS Total		1,015.37
210	651-761.000			MEDICAL SUPPLIES		
		403	BOUND TREE MEDICAL, LLC.	ACCOUNT #107294	23.15	
		406	BOUND TREE MEDICAL, LLC.	ACCOUNT #107294	96.40	
		407	BOUND TREE MEDICAL, LLC.	ACCOUNT #107294	192.65	
		404	BOUND TREE MEDICAL, LLC.	ACCOUNT #107294	33.98	
		405	BOUND TREE MEDICAL, LLC.	ACCOUNT #107294	81.02	
		408	BOUND TREE MEDICAL, LLC.	ACCOUNT #107294	7.18	
		409	BOUND TREE MEDICAL, LLC.	ACCOUNT #107294	38.88	
		411	BOUND TREE MEDICAL, LLC.	ACCOUNT #107294	310.20	
		410	BOUND TREE MEDICAL, LLC.	ACCOUNT #107294	88.20	
		736	BOUND TREE MEDICAL, LLC.	ACCOUNT #107294	90.72	
		432	VIDACARE CORPORATION	CUSTOMER #19982	3,140.22	4,102.60
				MEDICAL SUPPLIES Total		
210	651-761.001			OPERATING SUPPLIES		
		433	ARROW UNIFORM	CUSTOMER #019947-03	26.50	
		434	ARROW UNIFORM	CUSTOMER #019947-03	19.70	
		441	AUTOZONE		57.24	
		442	AUTOZONE		29.58	
				OPERATING SUPPLIES Total		133.02
210	651-761.002			OXYGEN		
		449	DIVERSIFIED MEDICAL SUPPLY CORP.	BURKHART	69.20	
		450	DIVERSIFIED MEDICAL SUPPLY CORP.	BURKHART	65.00	
		451	DIVERSIFIED MEDICAL SUPPLY CORP.	BURKHART	11.00	
		452	DIVERSIFIED MEDICAL SUPPLY CORP.	GENOA	46.20	
		453	DIVERSIFIED MEDICAL SUPPLY CORP.	GENOA	61.80	
		454	DIVERSIFIED MEDICAL SUPPLY CORP.	HAMBURG	52.40	
		455	DIVERSIFIED MEDICAL SUPPLY CORP.	HARTLAND	50.80	
		456	DIVERSIFIED MEDICAL SUPPLY CORP.	BRIGHTON	59.20	
				OXYGEN Total		415.60
210	651-801.000			PROFESSIONAL CONSULTANTS		

Claim#	COMSOURCE	Claimant	Description	Amount
210	651-816.000	446	CUSTOMER I.D. ZZZ999 PROFESSIONAL CONSULTANTS Total	500.00
210	651-819.000	741	OTHER CONTRACT SERVICES TRITECH EMERGENCY MEDICAL SYSTEMS INC CUSTOMER I.D. #MI006	144.00
210	651-932.000	447	LEXISNEXIS RISK DATA OTHER CONTRACT SERVICES Total ACCOUNT #1399490	52.50
381			VEHICLE REPAIR & MAINT. KRUG- FORD-LINCOLN-MERCURY L13	210.00
380			KRUG- FORD-LINCOLN-MERCURY L6	57.87
382			KRUG- FORD-LINCOLN-MERCURY L15	371.84
383			KRUG- FORD-LINCOLN-MERCURY L10	336.69
810			KRUG- FORD-LINCOLN-MERCURY 219894	589.96
811			KRUG- FORD-LINCOLN-MERCURY 219894	175.84
812			KRUG- FORD-LINCOLN-MERCURY 219894	140.84
814			KRUG- FORD-LINCOLN-MERCURY 219894	70.84
815			KRUG- FORD-LINCOLN-MERCURY 219894	126.84
816			KRUG- FORD-LINCOLN-MERCURY 219894	130.16
817			KRUG- FORD-LINCOLN-MERCURY 219894	319.46
818			KRUG- FORD-LINCOLN-MERCURY 219894	331.50
819			KRUG- FORD-LINCOLN-MERCURY 219894	132.95
813			KRUG- FORD-LINCOLN-MERCURY 219894	857.19
551			WOODY'S TOWING	81.00
443			EMERGENCY EQUIPMENT UNLIMITED VEHICLE REPAIR & MAINT. Total.	2,000.25
210	651-957.000	385	EMPLOYEE - TRAINING/SEMINARS HOWELL CHAMBER OF COMMERCE ACCOUNT #2647	50.00
402			CUSTOMER #021918	39.50
412			MICHIGAN EMS EXPO EXPO REGISTRATION	2,160.00
760			BINGHAM, RENE	820.00
465			WHEELING PARK COMMISSION RESOLUTION 2011-04-116 EMPLOYEE - TRAINING/SEMINARS Total	1,920.18
210	651-978.010	809	VEHICLES RECHASSIS SJC INDUSTRIES CORP. ADDITIONAL CONVERSION ADDED IN VEHICLES RECHASSIS Total	961.50
652	TRAINING		AMBULANCE Total	20,093.41
210	652-761.000	413	EDUCATION SUPPLIES WORLDPOINT ECC, INC CUSTOMER I.D. #201993	130.00
566			WORLDPOINT ECC, INC CUSTOMER I.D. #201993 EDUCATION SUPPLIES Total	312.95
			TRAINING Total	442.95
			EMS FUND Total	20,536.36
210	651-816.000	387	LAUNDRY/DRY CLEANING	975.00
389			MARCY'S DRY CLEANING MICHIGAN STATE INDUSTRIES 54702 LAUNDRY/DRY CLEANING Total	443.76
				1,418.76

Claim#	Amount	Description
158	265.91	BUSINESS IMAGING GROUP, INC
25	79.00	Claimant
32	186.07	LEGAL STORE
267	126.69	OFFICE DEPOT
268	18.36	OFFICE DEPOT
269	125.89	OFFICE DEPOT
	801.92	OFFICE SUPPLIES Total
215	141-817.000	MEMBER DUES & REGISTRATION
340	350.00	FRIEND OF THE COURT
		ASSOCIATION
		FOCA DUES 2011 MELISSA SCHARRE
215	141-818.010	MEMBER DUES & REGISTRATION Total
782	303.48	BANK CHARGES/CORRECTIONS
		PNC BANK, N.A.
		CUSTOMER #1000016992
		BANK CHARGES/CORRECTIONS Total
215	141-819.000	OTHER CONTRACT SERVICES
301	518.46	LOOMIS
259	35.36	PACER SERVICE CENTER
279	107.85	LEXISNEXIS RISK DATA
		ACCOUNT #100165663/5615
		ACCOUNT LC3694 1-3/11
		ACCOUNT #1227514 3/11
		OTHER CONTRACT SERVICES Total
215	141-860.000	TRAVEL-GAS, MI, FOOD,LDG.
306	9.20	CASCIO, JULIE
		TRAVEL-GAS, MI, FOOD,LDG. Total
215	141-860.010	TRAVEL-PERS-REIMB
306	59.50	CASCIO, JULIE
		TRAVEL-PERS-REIMB Total
215	141-933.000	OFFICE EQUIPMENT MAINTENANCE
300	147.15	TAB PRODUCTS CO LLC
353	150.00	TAB PRODUCTS CO LLC
563	185.00	TAB PRODUCTS CO LLC
		ACCOUNT #630310
		CUSTOMER #630310
		#630310
		OFFICE EQUIPMENT MAINTENANCE Total
		FRIEND OF THE COURT Total
		FRIEND OF THE COURT Total
	2,667.92	
	2,667.92	
601	HEALTH DEPARTMENT	
221	601-726.000	OFFICE SUPPLIES
223	240.40	OFFICE DEPOT
224	22.24	OFFICE DEPOT
503	410.78	OFFICE DEPOT
504	254.56	OFFICE DEPOT
505	-2.41	OFFICE DEPOT
506	-7.16	OFFICE DEPOT
507	3.28	OFFICE DEPOT
	921.69	OFFICE SUPPLIES Total
221	601-760.000	DRUG PRESCRIPTIONS
200	7,535.02	MERCK SHARP & DOHME CORP.
		CUSTOMER #57745
		DRUG PRESCRIPTIONS Total
221	601-761.000	MEDICAL SUPPLIES
190	-218.00	CENTER MEDICAL SUPPLY CO
		ORDER #101378
		MEDICAL SUPPLIES
		DRUG PRESCRIPTIONS Total
		CUSTOMER #57745
		DRUG PRESCRIPTIONS Total
	7,535.02	
	7,535.02	

Claim#	Claimant	Description	Amount
191	CENTER MEDICAL SUPPLY CO	CUSTOMER #101378	526.34
470	CENTER MEDICAL SUPPLY CO	#101378	94.50
469	CENTER MEDICAL SUPPLY CO	#101378	55.00
482	SMILEMAKERS	CUSTOMER #000303103	83.36
		MEDICAL SUPPLIES Total	541.20
221	601-816.010	FOOD LICENSE FEE	
227	STATE OF MICHIGAN	INV#3147031511	141.00
		FOOD LICENSE FEE Total	141.00
221	601-819.000	OTHER CONTRACT SERVICES	
523	INGHAM COUNTY HEALTH DEPT.		4,525.00
530	LANGUAGE LINE SERVICES	ACCOUNT #902-0508085	28.79
539	INGERSOLL, BRENDA		350.00
540	INGERSOLL, BRENDA		150.00
		OTHER CONTRACT SERVICES Total	5,053.79
221	601-835.000	HEALTH SERVICES	
488	WATER TECH INC.		100.00
204	BRIGHTON ANALYTICAL, LLC		50.00
205	BRIGHTON ANALYTICAL, LLC		50.00
206	BRIGHTON ANALYTICAL, LLC		50.00
207	BRIGHTON ANALYTICAL, LLC		50.00
497	STATE OF MICHIGAN		180.00
229	QUEST DIAGNOSTICS	CLIENT #22212334	40.80
		HEALTH SERVICES Total	520.80
221	601-860.000	TRAVEL-GAS, MI., FOOD, LDG.	
208	AUMOCK, AARON		43.67
209	JENSEN, ANN		20.25
211	SAMANICH, JUDITH		21.00
		TRAVEL-GAS, MI., FOOD, LDG. Total	84.92
221	601-943.000	OFFICE MACHINES RENTAL	
521	HASLER, INC	CUSTOMER B03210370S03210370	105.00
		OFFICE MACHINES RENTAL Total	105.00
221	601-943.020	SOFTWARE/LEASE PURCHASE	
501	IDENTISYS	ACCOUNT #IC37	9,720.00
		SOFTWARE/LEASE PURCHASE Total	9,720.00
221	601-956.000	MISC. EXPENSE	
210	MARCY'S DRY CLEANING		26.00
		MISC. EXPENSE Total	26.00
221	SAFE HAVENS GRANT	HEALTH DEPARTMENT Total	24,649.42
238	166-819.000	HEALTH FUND Total	24,649.42
166	SAFE HAVENS GRANT	OTHER CONTRACT SERVICES	
483	LIVINGSTON FAMILY CENTER	WEISS-GRANT MEETING	63.00
485	LIVINGSTON FAMILY CENTER	WEISS TRAINING 2/22-2/23	252.00
486	LIVINGSTON FAMILY CENTER	WEISS FOC MEETING	21.00
		OTHER CONTRACT SERVICES Total	336.00
169	BYRNE GRANT	SAFE HAVENS GRANT Total	336.00

Case No	Account	Claim#	Claimant	Description	Amount
238	169-819.000	242	WASHTENAW COMMUNITY HEALTH ORG	OTHER CONTRACT SERVICES	2,425.00
		261	MCHALE, DENNIS		487.50
		30	GARRY FLANARY & ASSOCIATES		130.00
		31	GARRY FLANARY & ASSOCIATES		225.00
		356	GARRY FLANARY & ASSOCIATES		130.00
		357	GARRY FLANARY & ASSOCIATES		500.00
		359	GARRY FLANARY & ASSOCIATES		110.00
		358	GARRY FLANARY & ASSOCIATES		175.00
				OTHER CONTRACT SERVICES Total	4,182.50
230	FAMILY SUPPORT			BYRNE GRANT Total	4,182.50
238	230-726.000	142	HAVILAND PRINTING	OFFICE SUPPLIES	94.98
				OFFICE SUPPLIES Total	94.98
238	230-730.000	151	PITNEY BOWES	POSTAGE METER FEES	104.94
				POSTAGE METER FEES Total	104.94
238	230-803.000	150	R & J PROCESS	OTHER LEGAL SERVICES	31.00
		159	TRI-COUNTY COURT SERVICES, INC.	#10-44021-DS	28.65
		162	TRI-COUNTY COURT SERVICES, INC.	CASE #10-44277-DZ	28.65
		160	TRI-COUNTY COURT SERVICES, INC.	TOMPKINS V TOMPKINS	28.65
		161	TRI-COUNTY COURT SERVICES, INC.	CASE #10-44184-DS	28.65
		163	TRI-COUNTY COURT SERVICES, INC.	CASE #11-44350-DP	54.35
				OTHER LEGAL SERVICES Total	28.65
722	PLANNING EECBG			FAMILY SUPPORT Total	199.95
238	722-819.000	431	PLEUNE SERVICES	OTHER CONTRACT SERVICES	399.87
				OTHER CONTRACT SERVICES	13,077.90
				OTHER CONTRACT SERVICES Total	13,077.90
167	SCAO- SOBRIETY COURT GRANT			PLANNING EECBG Total	13,077.90
239	167-819.000	18	SPARTAN STORES	FEDERAL GRANTS Total	17,996.27
				OTHER CONTRACT SERVICES Total	25.99
				SCAO- SOBRIETY COURT GRANT Total	25.99
170	MENTAL HEALTH COURT GRANT			OTHER CONTRACT SERVICES	72.00
239	170-819.000	10	AWARDS & SPECIALTIES, INC	AWARDS & SPECIALTIES, INC	41.28
		745	MCINNES, BARBARA	MCINNES, BARBARA	36.62
		744	SLAGELL, LARRY G	SLAGELL, LARRY G	80.00
		28	GARRY FLANARY & ASSOCIATES	GARRY FLANARY & ASSOCIATES	55.00
		310			

Claim#	Claimant	Description	Amount
173	ADULT DRUG COURT-MENTAL HLTH 239 173-819.000	OTHER CONTRACT SERVICES Total	466.90
173	ADULT DRUG COURT-MENTAL HLTH 239 173-819.000	MENTAL HEALTH COURT GRANT Total	466.90
282	CRIME VICTIMS RIGHTS GRANT 239 282-726.000	OTHER CONTRACT SERVICES Total	1,225.00
282	CRIME VICTIMS RIGHTS GRANT 239 282-726.000	ADULT DRUG COURT-MENTAL HLTH Total	1,225.00
315	SECONDARY ROAD PATROL GRANT 239 315-816.000	OFFICE SUPPLIES	390.00
315	SECONDARY ROAD PATROL GRANT 239 315-816.000	AMERICAN AWARDS & ENGRAVING	202.95
315	SECONDARY ROAD PATROL GRANT 239 315-816.000	PUMMILL, SHERI TAYS	75.00
315	SECONDARY ROAD PATROL GRANT 239 315-816.000	SPIRIT OF LIVINGSTON	667.95
315	SECONDARY ROAD PATROL GRANT 239 315-816.000	OFFICE SUPPLIES Total	667.95
320	STATE TRAINING GRANT 239 320-957.000	TRAVEL, GAS, FOOD, LDG	20.00
320	STATE TRAINING GRANT 239 320-957.000	PUMMILL, SHERI TAYS	20.00
320	STATE TRAINING GRANT 239 320-957.000	TRAVEL, GAS, FOOD, LDG Total	20.00
320	STATE TRAINING GRANT 239 320-957.000	CRIME VICTIMS RIGHTS GRANT Total	687.95
320	STATE TRAINING GRANT 239 320-957.000	LAUNDRY/DRY CLEANING	58.34
320	STATE TRAINING GRANT 239 320-957.000	MARCY'S DRY CLEANING	58.34
320	STATE TRAINING GRANT 239 320-957.000	LAUNDRY/DRY CLEANING Total	58.34
320	STATE TRAINING GRANT 239 320-957.000	SECONDARY ROAD PATROL GRANT Total	58.34
346	REGULAR 911 261 346-726.000	EMPLOYEE TRAINING/SEMINARS	50.00
346	REGULAR 911 261 346-726.000	MICHIGAN STATE POLICE	50.00
346	REGULAR 911 261 346-726.000	SECURITY FOR WORSHIP PLACES	50.00
346	REGULAR 911 261 346-726.000	EMPLOYEE TRAINING/SEMINARS Total	50.00
346	REGULAR 911 261 346-726.000	302 STATE TRAINING GRANT Total	50.00
346	REGULAR 911 261 346-726.000	STATE & OTHER GRANTS Total	2,514.18
565	SPARTAN STORES	OFFICE SUPPLIES	72.71
567	YENSHAW, ROSEMARY	CUSTOMER #16493	48.62
568	GRANGE, TAMARA		78.57
569	SUSAN BENNETT		49.85
582	HARVEY, LISA BETH	COFFEE POT WARMER	97.51
615	OFFICE DEPOT	EMPLOYEE OF THE MONTH GIFT SET	36.84
617	OFFICE DEPOT	ACCOUNT #49970374	98.97
616	OFFICE DEPOT	ACCOUNT 49970374	23.26
618	OFFICE DEPOT	ACCOUNT #49970374	24.46
619	OFFICE DEPOT	ACCOUNT #49970374	9.58
620	OFFICE DEPOT	ACCOUNT #49970374	31.14
614	OFFICE DEPOT	ACCOUNT #49970374	9.34
621	OFFICE DEPOT	ACCOUNT #49970374	71.40
622	OFFICE DEPOT	ACCOUNT #49970374	25.80

Claim#	Claimant	Description	Amount
612	OFFICE DEPOT		36.84
613	OFFICE DEPOT		65.98
611	OFFICE DEPOT	ACCOUNT #49970374	156.23
		OFFICE SUPPLIES Total	937.10
261	346-819.000	OTHER CONTRACT SERVICES A T & T GLOBAL SERVICES. INC CUSTOMER NUMBER: 0705000013568 OTHER CONTRACT SERVICES Total	260.00
261	346-860.000	TRAVEL,MILEAGE,MEALS WITHERS, JULIE 14.20 WITHERS, JULIE 18.13 O'BRYANT, JAMI L. 10.00	42.33
261	346-956.000	MISC. EXPENSE BAUVILLE, INC. #1361640 72.95 MISC. EXPENSE Total	72.95
347	ENHANCED 911	REGULAR 911 Total	1,312.38
261	347-819.000	OTHER CONTRACT SERVICES LIV305 5,177.50 LIV305 35.00 LIV305 94.50 LIV305 87.24 LIV305 87.24 LIV305 25.00 LIV305 305.00 LIV305 169.00 LIV305 109.42 LIV305 393.00 LIV305 99.00 LIV305 276.31 LIV305 38.10	6,896.31
348	TRAINING GRANT	OTHER CONTRACT SERVICES Total.	6,896.31
261	348-860.010	ENHANCED 911 Total	15.82
583	FACE, KRISTI L.	TRAVEL-PERS REIM TRAVEL-PERS REIM Total	15.82
261	348-957.000	EMPLOYEE TRAINING/SEMINARS NATIONAL ACADEMY OF EMD EMD RECERTIFICATION FOR: H. O 200.00 EMPLOYEE TRAINING/SEMINARS Total	200.00
		TRAINING GRANT Total	215.82
		261 911 SERVICE FUND Total	8,424.51
145	LAW LIBRARY	MISC. EXPENSE	240.00
269	145-956.000	WEST PAYMENT CENTER ACCOUNT #1000613700 MISC. EXPENSE Total	240.00
		LAW LIBRARY Total	240.00

LAW LIBRARY FUND Total 240.00

Claim#	Claimant	Description	Amount
362	COMPREHENSIVE COMMUNITY CORREC		
275	362-819.000		
471	HOUSE ARREST SERVICES, INC	OTHER CONTRACTS FOR SERVICE	6,270.50
472	HOUSE ARREST SERVICES, INC	LIVCCC	325.50
		OTHER CONTRACTS FOR SERVICE Total	6,596.00
275	362-860.000		
500	SANBORN, CHRISTY	TRAVEL(GAS, FOOD, LODGING)	45.34
533	BOCKHAUSEN, DIANE DEWITT	ADVISORY BOARD MEETING	27.30
		ADVISORY BOARD MEETING	
		TRAVEL(GAS, FOOD, LODGING) Total	72.64
		COMPREHENSIVE COMMUNITY CORREC Total	6,668.64
		COMPREHENSIVE COMMUNITY CORREC Total	6,668.64

743 PRIV. INDUSTRY - 1991
277 743-726.000

426	ACT	TAX EXEMPT OVERPAYMENT	- .83
425	ACT	#15095965	308.00
429	ACT	TAX EXEMPT OVERPAYMENT	-90.00
427	ACT	TAX EXEMPT OVERPAYMENT	-94.50
428	ACT	TAX EXEMPT OVERPAYMENT	-52.50
92	OFFICE DEPOT	ACCOUNT #49970374	244.41
440	OFFICE DEPOT	ACCOUNT #49970374	159.99
93	OFFICE DEPOT	ACCOUNT #49970374	90.90
439	OFFICE DEPOT	ACCOUNT #49970374	-3.64
438	OFFICE DEPOT	ACCOUNT #49970374	3.64
461	ROSE PRINTING SERVICES, INC	ORDER 059771	169.41
		OFFICE SUPPLIES Total	734.88

277 743-729.000

76	MICHIGAN WORKS	PUBLICATIONS/SUBSCRIPTIONS	718.00
		RE: MI WORKS EMPLOYMENT & TRA	
		PUBLICATIONS/SUBSCRIPTIONS Total	718.00

277 743-819.000

65	CLEARY UNIVERSITY	OTHER CONTRACTS FOR SERVICE	4,200.00
368	CLEARY UNIVERSITY	RE: S.KABA A0000008900	3,901.00
373	CLEARY UNIVERSITY	RE: SWOBODA, J.	5,520.00
371	CLEARY UNIVERSITY	RE: TORRES, R.	5,520.00
370	CLEARY UNIVERSITY	RE: GRIMM, K.	1,818.00
369	CLEARY UNIVERSITY	RE: MAYLE, K.	910.00
372	CLEARY UNIVERSITY	RE: BELLINER, T.	3,000.00
374	CLEARY UNIVERSITY	RE: CUNNINGHAM, G	1,790.00
378	HARTLAND CONSOLIDATED SCHOOLS	RE: STEARNS, H.	25,339.00
379	HARTLAND CONSOLIDATED SCHOOLS	ENDING 02/28/11	9,626.00
386	LANSING COMMUNITY COLLEGE	ENDING 03/31/11	500.00
388	COMMUNITY MENTAL HEALTH SERVICES	RE: JABARA, C. X00626168	33,549.62
		RE: SC-09-09-ES	
733	MOTT COMMUNITY COLLEGE	KING, J. #0343076	116.00
77	MOTT COMMUNITY COLLEGE	BIALEK, CARRIER ET AL CUSTOME	23,624.92
78	MOTT COMMUNITY COLLEGE	SWOPE, S. CUSTOMER #343076	1,140.00
392	MOTT COMMUNITY COLLEGE	RE: 343076, BIRSCHBACH, D.	2,470.00
80	CHELSEA SCHOOL DISTRICT	RE: OCHAMPAUGH, A.	30.00
87	CENTRAL MICHIGAN UNIVERSITY	RE: PETTY, S. #3000600166	2,700.00
740	CENTRAL MICHIGAN UNIVERSITY	RE: CUSTOMER 3000600166, PETT	2,088.00

CLAIMS DOCKET

Claim#	Claimant	Description	Amount
742	SPECS HOWARD SCHOOL	RAYCRAFT, P.	14,045.00
418	R & D SCREW	BROWER-BAILEY END 12-30-10	860.63
419	R & D SCREW	BROWER-BAILEY END 11-30-10	549.00
420	R & D SCREW	BROWER-BAILEY END 11-04-10	157.00
421	R & D SCREW	BROWER-BAILEY END 10-28-10	510.00
422	R & D SCREW	BROWER-BAILEY END 9-30-10	580.00
414	R & D SCREW	END 11-24-10	366.00
415	R & D SCREW	END 10-28-10	231.00
416	R & D SCREW	END 10-14-10	632.00
91	CUNNINGHAM, INC.	RE: LABUSCHEWSKY, CIMBA, LUCH	1,625.00
430	ACT	#15095965	66.00
445	WAYNE COUNTY COMMUNITY COLLEGE	A00452236, DAVIS, J., YOUNG, S	4,279.00
111	HENRY FORD COMMUNITY COLLEGE	RE: MCKINNEY, J. CLIENT 4345	14.47
448	ROSS IES	WIA/JET/YOUTH/MPR/ET AL, CONTR	38,618.21
113	JACKSON COMMUNITY COLLEGE	RE: MARKER, E., SCHEMBRI, C.,	5,416.06
114	CARNEGIE INSTITUTE	RE: K. LEITCH	1,250.00
457	FHEG EASTERN MICHIGAN UNIV.	TROTT, Z.	182.53
	BOOKSTORE		
458	FHEG EASTERN MICHIGAN UNIV.	MILLS, H.	104.74
	BOOKSTORE		
459	BUILDING SCIENCE ACADEMY	BOSWORTH, D.	1,495.00
121	SPRING ARBOR UNIVERSITY	RE: O'KEEFE, R. 278790	1,599.00
464	DAVENPORT UNIVERSITY	GRANT, K.	2,952.11
463	DAVENPORT UNIVERSITY	MELTON, L.	2,000.00
		OTHER CONTRACTS FOR SERVICE Total	205,375.29
277	743-860.010	TRAVEL-PERS REIMB	
	ARENS, RENE	10/07/10-03/31/11 MILEAGE	53.25
		TRAVEL-PERS REIMB Total	53.25
277	743-901.000	ADVERTISING	
67	WHMI 93.5 FM	ACCOUNT # 63079	1,470.00
384	GANNETT MICHIGAN NEWSPAPERS	CUSTOMER #200731	513.24
79	LIVINGSTON CO DAILY PRESS &	ACCOUNT #3116235	793.80
423	BUSINESS IMAGING GROUP, INC	MI WORKS! JOB FAIR POSTCARDS	280.60
743	BUSINESS IMAGING GROUP, INC	JOB FAIR POSTERS, MI WORKS!	205.50
444	THE FLINT JOURNAL	CUSTOMER #61172	554.26
759	H & H PUBLICATIONS	DISPLAY AD MI WORKS!	75.00
786	QUICK STITCH EMBROIDERY	JOB FAIR SCREEN PRINTED SHIRTS	220.00
		ADVERTISING Total	4,112.40
277	743-933.000	OFFICE EQUIPMENT MAINTENANCE	
462	SCANTRON CORPORATION	CUSTOMER #500084766	729.00
		OFFICE EQUIPMENT MAINTENANCE Total	729.00
277	743-940.000	RENT	
732	MOTT COMMUNITY COLLEGE	MARCH/APRIL TECH FEES CUSTOM	1,180.88
		RENT Total	1,180.88
277	743-956.000	MISC. EXPENSE	
72	LETS	RE: BUSH, BUSH, CARRIGAN ET A	295.00
		MISC. EXPENSE Total	295.00
277	743-957.000	EMPLOYEE TRAINING/SEMINARS	
376	GORDON FOOD SERVICE	#143190056	62.99
375	GORDON FOOD SERVICE	#143190056	78.90
390	MICHIGAN WORKS	SWITZER, M. WORKSHOP	80.00
424	LIVINGSTON CO SENIOR NUTRITION PROGRAM	MEAL SERVICES - MI WORKS!	58.50

Claim#	Claimant	Description	Amount
689	SOLDIER/SAIOR REL. 293 689-847.000	EMPLOYEE TRAINING/SEMINARS Total	280.39
		PRIV. INDUSTRY - 1991 Total	213,479.09
		LIVINGSTON CO-MICHIGAN WORKS! Total	213,479.09
26	VETS-EMERGENCY ASSISTANCE KRESZENZ HALL	MARKER SETTING FEE FOR CARL HA	109.20
44	GORSELLINE RUNCIMAN FUNERAL HOME	BURIAL EXPENSE FOR DOUGLAS BRU	300.00
237	DOCUSEN, RAMONA	BURIAL EXPENSES FOR REGINO DOC	300.00
		VETS-EMERGENCY ASSISTANCE Total	709.20
		SOLDIER/SAIOR REL. Total	709.20
		VETERANS RELIEF FUND Total	709.20
524	MISC. EXPENSE DICKINSON WRIGHT	SERVICES RENDERED-DELINQUENT T	2,069.00
		MISC. EXPENSE Total	2,069.00
		Total	2,069.00
		524 100% TX PYMT-2008 Total	2,069.00
542	ELECTRICAL PERMITS B-SAFE ELECTRIC	REFUND ELE PERMIT #ELE2010-010	37.00
		ELECTRICAL PERMITS Total	37.00
542	HEATING PERMITS SHOTT, BRUCE J	MEC2011-10261 REFUND	90.00
		HEATING PERMITS Total	90.00
		Total	127.00
371	OFFICE SUPPLIES OFFICE DEPOT	ACCOUNT #49970374	24.25
		OFFICE SUPPLIES Total	24.25
542	MEMB. DUES & REGISTRATION LUTTMAN, ROBERT	HUVACO DUES-REIMBURSEMENT	40.00
499	DREW, DANIEL	MEMB. DUES & REGISTRATION Total	85.00
		MEMB. DUES & REGISTRATION Total	125.00
542	EMPLOYEE ED-CODE CLASS LUTTMAN, ROBERT	EMPLOYEE ED-CODE CLASS Total	72.00
		Total	221.25
		BUILDING & SAFETY Total	348.25

Claim#	Claimant	Description	Amount
054			
581	054-749.000	GASOLINE & OIL	705.60
37	TRI COUNTY AVIATION OILS AIRBP	LIV0001	29,362.15
		GASOLINE & OIL Total	30,067.75
581	054-751.000	OTHER MISC. SUPPLIES	11.59
154	SPARTAN STORES		20.18
152	SPARTAN STORES		42.90
153	SPARTAN STORES		119.59
354	D.W. DAVIES & CO., INC	L0630	67.50
22	TRADE-A-PLANE	148850000LIVINGST00	
		OTHER MISC. SUPPLIES Total	261.76
581	054-776.000	EQUIPMENT MAINT. SUPPLY	19.78
6	CARQUEST AUTO PARTS	#715395	13.78
8	CARQUEST AUTO PARTS	#715395	- .11
7	CARQUEST AUTO PARTS	#715395	72.53
343	CARQUEST AUTO PARTS	CUSTOMER #715395	4.19
345	HOWELL HARDWARE	#466675	13.14
344	HOWELL HARDWARE	#466675	11.06
347	HOWELL HARDWARE	#466675	2.58
346	HOWELL HARDWARE	#466675	106.31
12	ATR LIGHTING ENTERPRISES, INC	#0001439	130.00
366	STATE OF MICHIGAN	BOILER INSPECTION	
		EQUIPMENT MAINT. SUPPLY Total.	373.26
581	054-819.000	OTHER CONTRACT SERVICES	80.00
350	LASHBROOK'S SEPTIC SERVICE	LCAIR	61.00
352	EVER SO GREEN		83.03
36	COMCAST	#09558 482765-01-6	113.60
40	ALLIED WASTE SERVICES	3-0237-7042914	
		OTHER CONTRACT SERVICES Total	337.63
581	054-861.000	AUTO LEASE	40.75
23	JOHNSON, MARK D.	AUTO LEASE Total	
		AUTO LEASE Total	40.75
581	054-901.000	ADVERTISING	70.16
360	AIRBP	1LIV0001BR	
		ADVERTISING Total	70.16
		Total	31,151.31
		AIRPORT FUND Total	31,151.31
054	AIRPORT CAPITAL IMPROVE. FUND		
583	054-956.000	MISC. EXPENSE	12,500.00
42	STATE OF MICHIGAN, M DOT	MISC. EXPENSE Total	
		MISC. EXPENSE Total	12,500.00
		AIRPORT CAPITAL IMPROVE. FUND Total	12,500.00
		AIRPORT CAPITAL IMPROVEMENT Total	12,500.00
588	000-231.000	SPECIALIZED SERVICES GRANT	

Claim#	Description	1st Quarter 2011 Specialized S	Amount
66	BRIGHTON SENIOR CENTER	1st Quarter 2011 Specialized S	3,672.10
75	CLAIMANT COMMUNITY MENTAL HEALTH SERVICES	1ST QUARTER 2011 SPECIALIZED S	3,463.10
86	HARTLAND SENIOR CENTER	1ST QUARTER 2011 SPECIALIZED S	3,761.10
48	SPECIAL MINISTRIES OF LIVINGSTON COUNTY	1ST QUARTER 2011 SPECIALIZED S	2,408.10
49	LIVINGSTON COUNTY CATHOLIC CHARITIES	1ST QUARTER SPECIALIZED SERVICE	1,660.10
	SPECIALIZED SERVICES GRANT Total		14,964.50
538	Total		14,964.50
588	538-726.000	OFFICE SUPPLIES	
97	OFFICE DEPOT	ACCOUNT #49970374	159.41
754	OFFICE DEPOT	ACCOUNT #49970374	68.01
752	OFFICE DEPOT	ACCOUNT #49970374	105.00
753	OFFICE DEPOT	ACCOUNT #49970374	141.95
	OFFICE SUPPLIES Total		474.37
588	538-743.000	UNIFORMS	
58	J.J. JINKLEHEIMER & CO	CUSTOMER #39900	436.50
60	J.J. JINKLEHEIMER & CO	CUSTOMER #39900	213.75
59	J.J. JINKLEHEIMER & CO	CUSTOMER #39900	352.00
	UNIFORMS Total		1,002.25
588	538-743.010	UNIFORMS/ADVERTISING	
62	J.J. JINKLEHEIMER & CO	CUSTOMER #39900	138.00
57	J.J. JINKLEHEIMER & CO	CUSTOMER #39900	277.50
64	J.J. JINKLEHEIMER & CO	CUSTOMER #39900	369.50
63	J.J. JINKLEHEIMER & CO	CUSTOMER #39900	264.00
61	J.J. JINKLEHEIMER & CO	CUSTOMER #39900	72.00
	UNIFORMS/ADVERTISING Total		1,121.00
588	538-747.000	OPERATING SUPPLIES/EQUIPMENT	
188	A & L PARTS PLUS	#161211	157.96
715	A & L PARTS PLUS	#161211	23.76
74	COMPLETE BATTERY SOURCE	B2880	158.48
99	AUTOZONE		102.28
100	AUTOZONE		8.48
98	AUTOZONE		64.95
101	AUTOZONE		7.98
225	AUTOZONE		27.15
226	AUTOZONE		63.99
757	AUTOZONE		38.67
756	AUTOZONE		19.99
106	HOEKSTRA TRANSPORTATION, INC.	LIV395	33.50
105	HOEKSTRA TRANSPORTATION, INC.	LIV395	370.33
	OPERATING SUPPLIES/EQUIPMENT Total		1,077.52
588	538-749.000	GASOLINE & OIL	
332	RKA PETROLEUM	1LITRAN	30,971.25
	GASOLINE & OIL Total		30,971.25
588	538-801.000	PROFESSIONAL CONSULTANTS	
88	JAMES DUNN, PLLC	PROFESSIONAL CONSULTANTS Total	1,750.00
588	538-817.000	MEMB. DUES & REGISTRATION	
785	STATE OF MICHIGAN		100.00

Claim#	Claimant	Description	Amount
588	538-836.000	MEMB. DUES & REGISTRATION Total	100.00
236	DOCTOR'S SERVICES-EXAMS		
	BUSINESS HEALTH SPECIALISTS	R. HEFFRON	36.00
	DOCTOR'S SERVICES-EXAMS Total		36.00
588	538-931.000	EQUIP. REPAIR & MAINTENANCE	
	AMERICAN GARAGE DOOR		205.00
	EQUIP. REPAIR & MAINTENANCE Total		205.00
588	538-932.000	VEHICLE REPAIR & MAINTENANCE	
189	ABE'S AUTO GLASS	LIV150	65.00
716	ABE'S AUTO GLASS	LIV150	55.00
196	KRUG- FORD-LINCOLN-MERCURY	#402629	2,071.42
195	KRUG- FORD-LINCOLN-MERCURY	#402629	23.41
194	KRUG- FORD-LINCOLN-MERCURY	#402629	669.70
68	KRUG- FORD-LINCOLN-MERCURY	#402629	245.00
70	KRUG- FORD-LINCOLN-MERCURY	#402629	811.83
198	LESA		467.50
197	LESA		310.54
731	LESA		1,130.25
730	LESA		268.61
729	LESA		2,298.71
201	STATE ELECTRONICS		168.00
83	RELIABLE FLEET SERVICE, INC		737.50
203	RELIABLE FLEET SERVICE, INC		148.44
202	RELIABLE FLEET SERVICE, INC		215.57
	VEHICLE REPAIR & MAINTENANCE Total		9,686.48
588	538-932.010	VEH-OPS- TIRES	
	K & M TIRE		1,116.00
	VEH-OPS- TIRES Total		1,116.00
	Total		47,539.87
	TRANSPORTATION SYSTEM FUND Total		62,504.37
269	MAINTENANCE		
631	269-775.000	BUILDING MAINT SUPPLY	
	LOWE'S HOME CENTERS, INC.	CUSTOMER ACCOUNT #9900 165378	17.25
	GRAINGER INC		37.30
	STANDARD ELECTRIC CO.	#265899	624.60
	STANDARD ELECTRIC CO.	#265899	155.74
	JOSHEN PAPER OF MICHIGAN	#083020	2,704.37
	JOSHEN PAPER OF MICHIGAN		345.98
	JOSHEN PAPER OF MICHIGAN		28.85
	JOSHEN PAPER OF MICHIGAN		1,663.93
	BUILDING MAINT SUPPLY Total		5,578.02
631	269-776.000	EQUIP MAINT SUPPLY	
	JOSHEN PAPER OF MICHIGAN	#083020	135.50
	EQUIP MAINT SUPPLY Total		135.50
631	269-819.000	OTHER CONTRACT SERVICES	
	LIVINGSTON COUNTY ROAD	ALL SALT	1,845.79
	COMMISSION		
	SIEMENS INDUSTRY, INC	CUSTOMER #30136876	3,132.00
	GBA ENTERPRISES LLC	RECYCLE PAPER	925.00

Claim#	Claimant	Description	Amount
562	CLEANLITES RECYCLING, INC	LIGHT BULB RECYCLING	541.24
654	ABSOLUTE PEST CONTROL		220.00
178	ALLIED WASTE SERVICES	CUSTOMER ID: #3-0237-7042918	1,746.48
		OTHER CONTRACT SERVICES Total	8,410.51
631	269-851.000	TELEPHONE	
	AMERICAN MESSAGING	TELEPHONE Total	2.11
631	269-930.000	BUILDING REPAIR MAINT	
	LOWE'S HOME CENTERS, INC.	CUSTOMER ACCOUNT #9900 165378	305.19
131	GRUNDY'S HARDWARE		29.18
141	GRUNDY'S HARDWARE		6.29
138	GRUNDY'S HARDWARE		5.78
133	GRUNDY'S HARDWARE		60.01
134	GRUNDY'S HARDWARE		2.48
136	GRUNDY'S HARDWARE		2.69
135	GRUNDY'S HARDWARE		9.77
140	GRUNDY'S HARDWARE		39.96
139	GRUNDY'S HARDWARE		15.98
549	GRUNDY'S HARDWARE		18.56
546	GRUNDY'S HARDWARE		19.98
547	GRUNDY'S HARDWARE		10.79
548	GRUNDY'S HARDWARE		29.47
145	CARQUEST AUTO PARTS		11.93
144	CARQUEST AUTO PARTS		3.36
143	CARQUEST AUTO PARTS		2.38
146	HOWELL HARDWARE		1.19
147	HOWELL HARDWARE		11.96
552	HOWELL HARDWARE		4.80
553	HOWELL HARDWARE		420.85
156	GRAINGER INC		40.96
186	NORTHWEST PIPE & SUPPLY		178.74
166	STANDARD ELECTRIC CO.	#265899	37.32
165	STANDARD ELECTRIC CO.	#265899	176.00
605	HI-TECH SAFE & LOCK CO.		34.86
174	YOUNG SUPPLY CO.	#381426	46.00
175	YOUNG SUPPLY CO.	#381426	17.30
173	YOUNG SUPPLY CO.	#381426	20.10
631	YOUNG SUPPLY CO.	#381426	25.30
632	YOUNG SUPPLY CO.	#381426	25.60
633	YOUNG SUPPLY CO.	#381426	122.90
176	CITY ELECTRIC SUPPLY CO.	#02630024001	43.40
177	CITY ELECTRIC SUPPLY CO.	#02630024001	160.12
179	VIC BOND SALES	LIVINGSTON	22.13
180	VIC BOND SALES	LIVINGSTON	13.78
182	VIC BOND SALES	LIVINGSTON	17.21
183	VIC BOND SALES	LIVINGSTON	26.62
181	VIC BOND SALES	LIVINGSTON	4.49
184	VIC BOND SALES	LIVINGSTON	
		BUILDING REPAIR MAINT Total	2,025.43
		MAINTENANCE Total	16,151.57
		BUILDING SERVICES Total	16,151.57
94	OFFICE DEPOT	ACCOUNT #49970374	13.19
258	DATA PROCESSING		
636	258-726.000		

Claim#	Claimant	Description	Amount
95	OFFICE DEPOT	ACCOUNT #49970374	16.05
96	OFFICE DEPOT	ACCOUNT #49970374	8.85
		OFFICE SUPPLIES Total	38.09
636	258-747.000	OPERATING EQUIPMENT & SUPPLIES	1,328.03
277	CDW-GOVERNMENT, INC.	#7352219	1,477.96
335	IMAGE ONE	ACCOUNT LC01	
		OPERATING EQUIPMENT & SUPPLIES Total	2,805.99
636	258-747.010	NON-BUDGETED EQUIPMENT & SUPPLIES	
71	HI-TECH SYSTEM SERVICE INC		1,472.00
276	CDW-GOVERNMENT, INC.	#7352219	9,597.00
322	CDW-GOVERNMENT, INC.	#7352219	11,419.20
107	EDS	CUSTOMER #0000205410	3,600.96
330	EDS	#0000205410	2,539.85
525	EDS	0000205410	1,868.89
118	IMAGE ONE	LC01	125.00
119	IMAGE ONE	LC01	303.52
		NON-BUDGETED EQUIPMENT & SUPPLIES Total	30,926.42
636	258-814.000	FREIGHT CHARGES	
82	FEDEX	1161-4615-0	20.06
		FREIGHT CHARGES Total	20.06
636	258-819.000	OTHER CONTRACT SERVICES	
274	CDW-GOVERNMENT, INC.	#7352219	45,587.50
275	CDW-GOVERNMENT, INC.	#7352219	4,812.50
324	CDW-GOVERNMENT, INC.	#7352219	4,156.50
323	CDW-GOVERNMENT, INC.	#7352219	414.80
334	CDW - BERBEE	#10727619	985.00
		OTHER CONTRACT SERVICES Total	55,956.30
636	258-851.000	TELEPHONE	
476	QWEST	68541150	3.13
90	AMERICAN MESSAGING	PAGER	336.45
321	COMCAST	#09588 347387-01-9	65.38
528	SPRINT	#221736518	3,800.45
115	VERIZON WIRELESS	#280806911-00001	64.59
117	VERIZON WIRELESS	#385737052-00001	9,214.80
116	VERIZON WIRELESS	#986439347-00001	185.50
		TELEPHONE Total	13,670.30
636	258-860.010	TRAVEL-PERS REIM	
333	LANGLEY, KENNETH		29.00
		TRAVEL-PERS REIM Total	29.00
636	258-933.020	SOFTWARE MAINTENANCE-COUNTY	
467	ADP	#00056-424574	810.41
481	ADE INCORPORATED	636	600.00
112	WEB TECS INC.		4,400.00
		SOFTWARE MAINTENANCE-COUNTY Total	5,810.41
636	258-943.020	SOFTWARE PURCHASE/LEASE	
531	SUNGARD PUBLIC SECTOR	6125LG	247.50
		SOFTWARE PURCHASE/LEASE Total	247.50
636	258-955.001	SALES COMMISSION EXPENSE	
331	INTERACTIVE PROCUREMENT	3/1/11-3/31/11 ON-LINE AUCTION	10.29

TECHNOLOGIES		SALES COMMISSION EXPENSE Total		10.29
Claim#	Claimant	Description	Amount	
636	258-957.000	EMPLOYEE TRAINING/SEMINARS	2,012.50	2,012.50
492	SPEER, DARREN	TUITION REIMBURSEMENT		
		EMPLOYEE TRAINING/SEMINARS Total		2,012.50
		DATA PROCESSING Total		111,526.86
		INFORMATION TECHNOLOGY FUND Total		111,526.86
235	CAR POOL	OPERATING EQUIPMENT & SUPPLIES		
661	235-747.000	A & L PARTS PLUS #161245	6.10	
		A & L PARTS PLUS #161245	48.95	
		A & L PARTS PLUS #161245	22.00	
		A & L PARTS PLUS #161245	14.40	
		A & L PARTS PLUS #161245	20.63	
		A & L PARTS PLUS #161245	22.38	
		A & L PARTS PLUS #161245	27.70	
		A & L PARTS PLUS #161245	12.85	
		A & L PARTS PLUS #161245	100.77	
		A & L PARTS PLUS #161245	72.54	
		A & L PARTS PLUS #161245	61.66	
		A & L PARTS PLUS #161245	159.13	
		A & L PARTS PLUS #161245	66.25	
		A & L PARTS PLUS #161245	18.27	
		A & L PARTS PLUS #161245	106.86	
		A & L PARTS PLUS #161245	11.82	
		A & L PARTS PLUS #161245	21.54	
		A & L PARTS PLUS #161245	68.39	
		A & L PARTS PLUS #161245	65.65	
		COMPLETE BATTERY SOURCE B2884	15.00	
		HI-TECH SAFE & LOCK CO.	63.55	
		MIDWEST TRUCK ACCESSORIES INC	85.00	
		AUTOZONE	-85.00	
		AUTOZONE	49.65	
		OPERATING EQUIPMENT & SUPPLIES Total		1,056.09
661	235-749.000	GASOLINE & OIL		
120	WRIGHT EXPRESS	0423-00-783601-8	40,920.33	
122	TEMPLETON, WAYNE	REIMBURSE FOR GAS FOR COUNTY V	50.00	
		GASOLINE & OIL Total		40,970.33
661	235-932.000	VEHICLE REPAIR & MAINTENANCE		
718	KRUG- FORD-LINCOLN-MERCURY #402629		319.63	
719	WOODY'S TOWING		65.00	
724	CRUISERS	LIVIO1	187.50	
722	CRUISERS	LIVIO1	59.00	
726	CRUISERS	LIVIO1	89.95	
727	CRUISERS	LIVIO1	40.00	
81	SPARTAN TIRE	CUSTOMER #4497	20.00	
109	CYNERGY PRODUCTS	LIVINGSTON CNTY SHF	200.00	
		VEHICLE REPAIR & MAINTENANCE Total		981.08
661	235-932.010	VEHICLE MAINTENANCE-TIRES		
84	RANDY'S SERVICE STATION	LIVCO3	56.46	
85	RANDY'S SERVICE STATION	LIVCO3	237.48	

CLAIMS DOCKET

Claim#	Claimant	Description	Amount
738	RANDY'S SERVICE STATION		418.96
739	RANDY'S SERVICE STATION		474.96
737	RANDY'S SERVICE STATION		127.21
	VEHICLE MAINTENANCE-TIRES Total		1,315.07
	CAR POOL Total		44,322.57
	CAR POOL FUND Total		44,322.57
000	701 000-285.014	DEP. PAY.-ANIMAL SHEL.T. DONAT. CUSTOMER 24513	442.96
	804	DEP. PAY.-ANIMAL SHEL.T. DONAT. Total	442.96
		Total	442.96
		TRUST & AGENCY FUND Total	442.96
445	802 445-956.000	MISC. EXPENSE	
	148	RECKER, KENNETH E II MILEAGE REIMBURSEMENT	20.25
		MISC. EXPENSE Total	20.25
		Total	20.25
		DRAIN REVOLVING FUND Total	20.25
		GRAND TOTAL	711,567.18

Authorized Signatures

