

BOARD OF COMMISSIONERS

7/5/2011

304 E. Grand River Avenue, Howell, MI 48843

7:30 PM

AGENDA

1. **CALL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CORRESPONDENCE**
5. **CALL TO THE PUBLIC**
6. **APPROVAL OF MINUTES**
 - Meeting Minutes of: June 20, 2011
 - Meeting Minutes of: June 22, 2011
 - Meeting Minutes of: June 30, 2011
7. **TABLED ITEMS FROM PREVIOUS MEETINGS**
8. **APPROVAL OF AGENDA**
 - A. Consent Agenda - Res. 2011-07-180 thru 2011-07-182
 - B. Regular Agenda - Res. 2011-07-183 thru 2011-07-187
9. **REPORTS**
10. **APPROVAL OF CONSENT AGENDA ITEMS (Roll Call)**
 - A. Consent Agenda - Res. 2011-07-180 thru 2011-07-182
11. **RESOLUTIONS FOR CONSIDERATION:**
 - A. Regular Agenda - Res. 2011-07-183 thru 2011-07-187

2011-07-180 **Michigan Works**
RESOLUTION APPROVING THE SUBMISSION OF THE PROGRAM YEAR
2011 WAGNER-PEYSER ACT LOCAL EMPLOYMENT SERVICE PLAN

2011-07-181 **Information Technology**
RESOLUTION TO AUTHORIZE AND APPROVE SOFTWARE LICENSE
AND MAINTENANCE AGREEMENT WITH DEKETO SOFTWARE
DEVELOPMENT SPECIALISTS REPLACING EXISTING CONTRACTS
WITH CHERRY LAN SYSTEMS - INFORMATION TECHNOLOGY

2011-07-182 **Information Technology**
RESOLUTION FOR AUTHORIZATION AND APPROVAL OF LIVINGSTON
COUNTY INFORMATION TECHNOLOGY TO PROCEED WITH THE
CISCO UNIFIED WIRELESS NETWORK DEPLOYMENT PROJECT WITH
CDWG - INFORMATION TECHNOLOGY

2011-07-183 **Animal Control**
RESOLUTION AUTHORIZING THE PERSONNEL REORGANIZATION IN

ANIMAL CONTROL - General Government/Finance/Board

2011-07-184 Animal Control
RESOLUTION TO CREATE THE NEW POSITION OF KENNEL ASSISTANT
IN ANIMAL CONTROL

2011-07-185 Friend of the Court
RESOLUTION APPROVING THE FILLING OF A VACANT FULL TIME
CASEWORKER POSITION IN THE FRIEND OF THE COURT OFFICE

2011-07-186 Circuit Court
RESOLUTION APPROVING THE FILLING OF A JUVENILE PROBATION
OFFICER POSITION IN THE FAMILY DIVISION OF THE CIRCUIT COURT

2011-07-187 Administration
RESOLUTION TO AUTHORIZE ENTERING INTO A CONTRACT WITH
INFORMATION ACCESS STRATEGIES, INC. TO ASSIST IN THE
EXPLORATION OF A COMPREHENSIVE ACCOUNTING AND
FINANCIAL MANAGEMENT SYSTEM – COUNTY TREASURER/ COUNTY
CLERK/COUNTY ADMINISTRATION

12. CALL TO THE PUBLIC

13. ADJOURNMENT

NOTE: The Call to the Public appears twice on the Agenda:
once at the beginning and once at the end. Anyone wishing to address the Board may do so at these times.

LIVINGSTON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING, June 20, 2011
COMMISSIONERS CHAMBERS, 304 E. Grand River, Howell, MI

The meeting was called to order by the Chairperson, Maggie Jones, at 7:33 p.m.

All rose for the Pledge of Allegiance.

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

Present: Peter Cohl (Counsel), Mark Johnson (Airport), Bill Newhouse (Courts),
Melissa Scharrer (Friend of Court), Cindy Mendoza (Finance), Brian Jonckheere
(Drain), Jamie Palmer, Jennifer Nash, Dianne Hardy (Treasurer), Bob Hanvey
(Marion Twp. Clerk), Kathleen Kline Hudson (Planning), Belinda Peters
(Administration), Bob Bezotte, Matt Shutes, Mike Nast, Lt. Jakrzewski (Sheriff),
Margaret M. Dunleavy, Debbie Warden

Correspondence. None.

Call To The Public. No response.

Minutes. It was moved by Drick to approve the June 8 minutes but amend the June 6 minutes. Amend paragraph 3 page 2 to read "late fee, interest if late and attorneys fees if county has to collect informally or in court". Seconded by Commissioner Domas. MOTION CARRIED, 8-0-1 absent.

Agenda. It was moved by Commissioner LaBelle to accept the consent and regular agenda with the addition of a resolution to the regular agenda. Resolution is to be numbered 2011-06-175B, Resolution Requesting That The State Department Of Environmental Quality Reconsider Its Previously Issued Discharge Requirements For The Lake Tyrone Sanitary Sewer System And Issue Approval For A General Lagoon Discharge Limit-Drain Commissioner. Seconded by Commissioner Domas. MOTION CARRIED, 8-0-1 absent.

Presentation. MORE program. Ken Agacinski, executive director, stated the program is non-profit and would like to be a business support resource with Livingston County. After the presentation Commissioner LaBelle asked that a follow up be done with County staff.

Reports. Fillmore County Park. A handout was given to all commissioners explaining the Michigan Alliance FC Organization. The organization is looking into leasing property from the County for soccer fields. It was moved by Commissioner LaBelle to continue to negotiate with soccer team for a lease agreement. Seconded by Commissioner Williams. MOTION CARRIED, 8-0-1 absent.

Commissioner Jones stated that on July 5th at 10 am, the Brighton Post Office will be named after Joyce Rogers.

Consent Agenda. Commissioner Mantey presented Resolution #2011-06-159 thru Resolution # 2011-06-167, and adopted each as follows: Resolution No. 2011-06-159, Resolution Approving The Program Year 2011 Workforce Investment Act Dislocated Workers Plan For Livingston County-MI. Works!; Resolution No. 2011-06-160, Resolution Approving The Program Year 2011 Workforce Investment Act (WIA) Youth Plan For Livingston County-MI. Works!; Resolution No. 2011-06-161, Resolution Approving The Submission Of The 2011 Wagner-Peyser Act Fidelity Bonding Program Plan-MI Works!; Resolution No. 2011-06-162, Resolution Approving The Program Year 2011 Workforce Investment Act Adult Plan For Livingston County-MI. Works!; Resolution No. 2011-06-163, Resolution Authorizing The Issuance Of A Blanket Purchase Order For The Purchase Of Ammunition-Sheriff's Dept., Resolution No. 2011-06-164; Resolution Authorizing Increased Backup Power Generation Capacity-Dept. of Public Health; Resolution No. 2011-06-165, Resolution Authorizing The 44th Circuit Court And The 53rd District Court To Apply For FY 2012 Michigan Specialty Court Grant Program (MDCGP and MMHCGP) Funding From The State Court Administrative Office-Circuit Court; Resolution No. 2011-06-166, Resolution Authorizing Issuance Of A Purchase Order To ESRI, Inc For GIS Software Maintenance-Information Technology and Resolution No. 2011-06-167, Resolution For Issuance Of A Blanket Purchase Order To Dell, Inc. For The Purchase Of Dell Latitude Laptops And Authorization To Move The Remaining Amount Of Funds From The EDS, Inc. Blanket Purchase Order To The New Blanket Purchase Order For Dell, Inc. - Information Technology. Seconded by Commissioner Williams. Roll call vote: Ayes: Mantey, Domas, VanHouten, Drick, Williams, Dolan, LaBelle, Jones; Nays: None; Absent: Griffith. MOTION CARRIED, 8-0-1 absent.

Commissioner Williams presented Resolution No. 2011-06-168, Resolution Authorizing A Renewal Of A Sublease Between The State Of Michigan Department Of Technology Department, Management And Budget For The Department Of Licensing And Regulatory Affairs (LARA) And The County Of Livingston For Space At The Michigan Works! – Livingston Service Center At The Livingston Regional M-Tec, 1240 Packard Dr., Howell-Michigan Works!, and moved its adoption. Seconded by Commissioner Domas. MOTION CARRIED, 8-0-1 absent.

Commissioner Dolan presented Resolution No. 2011-06-169, Resolution To Concur With The Livingston County Aeronautical Facilities Board To Enter Into A Grant Agreement With The Michigan Department Of Transportation To Fund The Construction Of Aprons, Taxiway And Parking Lot Including Airfield Painting And Construction Administration-Airport, and moved its adoption. Seconded by Commissioner Drick. MOTION CARRIED, 8-0-1 absent.

Commissioner Dolan presented Resolution No. 2011-06-170, Resolution To Concur With The Livingston County Aeronautical Facilities Board To Enter Into An Agreement With QoE Consulting (Formerly R. W. Armstrong) Of Lansing, Michigan To Provide Construction Administration And Materials Testing For The Construction Of Aprons, Taxiway And Parking Lot Including Airfield Painting- Airport, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Resolution No. 2011-06-171 was voided.

Commissioner LaBelle presented Resolution No. 2011-06-172, Resolution Approving The Filling Of A Vacant Full Time Chief Support Specialist Position In The Friend Of The Court Office-Friend of the Court, and moved its adoption. Seconded by Commissioner VanHouten. MOTION CARRIED, 8-0-1 absent.

Commissioner Williams presented Resolution No. 2011-06-173, Resolution To Authorize The County Treasurer To (1) Transfer Unidentified Monies From A Trust And Agency Account To A General Fund Revenue Account; And (2) Write Off An Uncollectible Rent For The Airport Fund-Treasurer, and moved its adoption. Seconded by Commissioner LaBelle. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2011-06-174, Resolution Approving The Tentative Agreement Between The Livingston County Board of Commissioners, and the Livingston County Deputy Sheriff Association Representing Deputies, Corrections Officers And Detectives-Human Resources, and moved its adoption. Seconded by Commissioner VanHouten. MOTION CARRIED, 8-0-1 absent. Sheriff Bezotte stated contract was ratified on June 6, 2011.

Commissioner Dolan presented Resolution No. 2011-06-175A, Resolution Adopting A Final Project Plan For Wastewater System Improvements To The Lake Tyrone Sanitary Sewer System And Designating An Authorized Project Representative-Drain Commissioner, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2011-06-175B, Resolution Requesting That The State Department Of Environmental Quality Reconsider Its Previously Issued Discharge Requirements For The Lake Tyrone Sanitary Sewer System And Issue Approval For A General Lagoon Discharge Limit-Drain Commissioner, and moved its adoption. Seconded by Commissioner Domas. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2011-06-176, Resolution Authorizing A Contract For Temporary Grant And Specialty Court Administration Within The Circuit Court, and moved its adoption. Seconded by Commissioner Williams. MOTION CARRIED, 8-0-1 absent.

Commissioner Mantey presented Resolution No. 2011-06-177, Resolution To Authorize The Exploration Of A Comprehensive Accounting And Financial Management System-County Treasurer, and moved its adoption. Seconded by Commissioner VanHouten. MOTION CARRIED, 8-0-1 absent.

Commissioner LaBelle presented Resolution No. 2011-06-178, Resolution To Accept The 2010 Livingston County Audit-Board of Commissioners, and moved its adoption. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent.

Call To The Public. No response.

Adjournment. It was moved by Commissioner Williams that the meeting be adjourned. Seconded by Commissioner Mantey. MOTION CARRIED, 8-0-1 absent. MOTION CARRIED, 8-0-1 absent.

The meeting was adjourned at 9:23 p.m.

Margaret M. Dunleavy
Livingston County Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING, June 22, 2011
CONFERENCE RM. 1, 304 E. Grand River, Howell, MI

The meeting was called to order by the Chairperson, Maggie Jones, at 8:27 a.m.

All rose for the Pledge of Allegiance.

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

Present: Maggie Jones (1), Jim Mantey (2), David Domas (3), Ronald VanHouten (4),
Jay Drick (5), Steven Williams (6), Carol Griffith (7), Dennis Dolan (8),
John E. LaBelle (9)

Absent: None

Also present: Belinda Peters (Administration), Don Arbic (9-1-1), Rich McNulty (Counsel),
Jordan Genso, (Democratic Party Chair), Margaret M. Dunleavy, Debbie Warden

Call To The Public. No response.

Agenda. It was moved by Commissioner Mantey to approve the agenda, as printed.
Seconded by Commissioner Griffith. MOTION CARRIED, 9-0-0.

Finance. It was moved by Commissioner LaBelle to accept the Finance Committees
recommendation for payment of claims. Seconded by Commissioner Griffith. It was moved
by Commissioner Drick to pull 4 claims for further clarification. Seconded by Commissioner
Domas. MOTION CARRIED, 9-0-0.

Call To The Public. No response.

Adjournment. It was moved by Commissioner Mantey that the meeting be adjourned.
Seconded by Commissioner Williams. MOTION CARRIED, 9-0-0.

The meeting was adjourned at 8:28 a.m.

Margaret M. Dunleavy
Livingston County Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS
SPECIAL MEETING, June 30, 2011
COMMISSIONERS CHAMBERS, 304 E. Grand River, Howell, MI

The meeting was called to order by the Chairperson, Maggie Jones, at 5:32 p.m.

All rose for the Pledge of Allegiance.

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

Present: Maggie Jones (1), David Domas (3), Ronald VanHouten (4), Jay Drick (5),
Carol Griffith (7), Dennis Dolan (8), John LaBelle (9)

Absent: Jim Mantey (2), Steven Williams (6)

Also present: Belinda Peters (Administration), Jennifer Palmbos (Human Resources),
Margaret M. Dunleavy, Debbie Warden

Correspondence. None.

Call To The Public. No response.

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

Resolution. Commissioner Dolan presented Resolution No. 2011-06-179, Resolution Approving The Tentative Agreement Between The Livingston County Board of Commissioners And The Michigan Association of Police Representing Lieutenants-Human Resources. Seconded by Commissioner Domas. MOTION CARRIED, 7-0-2 absent.

Jennifer Palmbos explained to Board that a contract was not reached with the courts and a Michigan Employment Relations Committee hearing will be held on August 11 to discuss unfair labor practice.

Reports. Commissioner Domas reported he had attended the Livingston Washtenaw Substance Abuse Council meeting held at the LESA building last night. A survey from 2009 was discussed which listed the increase in Livingston and Washtenaw County's in the use of drugs, alcohol and tobacco.

Commissioner Dolan reported that there is a tentative lease agreement with EMS and the University of Michigan. The agreement now goes back to the U of M Regents for approval. Construction committee will be held in two weeks to decide to continue with building or delay it until spring. Commissioner LaBelle stated that this agreement must be a mutually agreeable to both EMS and the University. Commissioner Domas reminded the Board that the County sought out the University of Michigan for this project.

It was moved by Commissioner VanHouten that the meeting be adjourned. Seconded by Commissioner LaBelle. MOTION CARRIED, 7-0-2 absent.

The meeting was adjourned at 6:05 p.m.

Margaret M. Dunleavy
Livingston County Clerk

RESOLUTION

NO.: 2011-07-180

LIVINGSTON COUNTY

DATE: July 5, 2011

RESOLUTION APPROVING THE SUBMISSION OF THE PROGRAM YEAR 2011 WAGNER-PEYSER ACT LOCAL EMPLOYMENT SERVICE PLAN

WHEREAS, The federal Wagner-Peyser Act establishes the United States Employment Service (USES) to provide a nationwide labor exchange system and establishes State Employment Security Agencies (SESA's) to administer the system in each state and;

WHEREAS, The Workforce Investment Act of 1998 mandates that Employment Services become part of the "One-Stop" system; and

WHEREAS, The Workforce Development Agency, State of Michigan requires the Livingston County Workforce Development Council to develop an Employment Services Plan for the period from July 1, 2011 through June 30, 2012; and

WHEREAS, Livingston County's employment service plan allocation is \$272,346, and

WHEREAS, Staff will prepare a plan based on the planning allocation, which will contain input and review by the Employer Services Committee.

WHEREAS, The Wagner-Peyser Employment Services plan was approved by the Employer Services Subcommittee of the Livingston County Workforce Development Council on June 8, 2011.

WHEREAS, The Wagner-Peyser Employment Services plan was approved by the Executive Subcommittee of the Livingston County Workforce Development Council on June 9, 2011.

IT IS THEREFORE RESOLVED that the Livingston County Board of Commissioners hereby
approves the submission of the PY 2011 Wagner-Peyser Act Employment Services Plan
for the period of July 1, 2011 to June 30, 2012 in the amount of \$272,346 to the
Workforce Development Agency, State of Michigan

BE IT FURTHER RESOLVED that the Chair of the Board of Commissioners be authorized to sign
said plan for submission to the Workforce Development Agency, State of Michigan.

Moved:

Supported:

Carried:

Memorandum

To: Board of Commissioners
From: William S. Sleight
Date: June 9, 2011
Subject: PY 2011 Wagner-Peyser Act Employment Service Plan

The Workforce Development Agency, State of Michigan has sent us a draft policy issuance for plan instructions for the Wagner-Peyser Employment Service program for Program Year 2011 (July 1, 2011 – June 30, 2012).

The federal Wagner-Peyser Act establishes the United States Employment Service (USES) to provide a nationwide labor exchange system and establishes State Employment Security Agencies (SESA's) to administer the system in each state. The Workforce Investment Act of 1998 mandates that Employment Services become part of the "One-Stop" system. The ES focuses on a variety of employment-related labor exchange services including, job search assistance, assessment, job referral, and placement of job seekers; re-employment services to unemployment insurance claimants; and recruitment services to employers.

Our planning allocation for PY 2011 is \$272,346. Our allocation for PY 2010 was \$270,766. This represents a small increase from last year's allocation by \$1,580. However, according to the draft policy issuance, we may carry-in unexpended PY 2010 funds that could bring our total funds available higher.

Staff has prepared a plan based on the allocation, which contains input and review by the Employer Services Committee of the Workforce Development Council.

The Employment Service plan must be approved by both the Workforce Development Council and the Livingston County Board of Commissioners. The Employer Services subcommittee of the Livingston County Workforce Development Council approved the Employment Services plan at their meeting on June 8, 2011. The Executive Committee of the Livingston County Workforce Development Council approved the plan at their June 9, 2011 meeting.

Attached is the FY 2011 Employment Services plan and the resolution for your consideration.

Employment Service Plan Narrative

1. Michigan Works! Agency (MWA) Contact Person:

William S. Sleight, Director
Livingston County Michigan Works!
1240 Packard Drive
Howell, MI 48843
Phone: (517) 552-2100
Fax: (517) 546-2353
wsleight@co.livingston.mi.us

2. Provision of Services:

- a. All Wagner-Peyser services will be provided at no cost to the job seekers or employers.

Employment Services will be provided at the Michigan Works! Livingston Service Center, 1240 Packard Drive, Avenue, Howell. The Livingston Service Center is the one-stop service center in Livingston County and also houses the MWA administrative offices and the customer services offices for WIA and Work First. Rehabilitation Service and DVOP and LVER staff also use the Center one or two days per week.

The Center is located in space leased from the Livingston Regional Michigan Technical Education Center, thus providing customers access to a wide range of training and employment services. The Economic Development Office of Livingston County is also co-located in the facility. The M-TEC is located in an industrial park just off I-96 exit 133. There are no established public transportation routes in Livingston County. Dial-a-ride service is available. An illuminated sign with the Michigan Works! logo is near the main entrance of the M-TEC and is highly visible within the industrial park.

The Livingston Service Center leases approximately 3,700 sq. feet of space from the M-TEC. Customers have access to restrooms, lobbies, and vending areas which are not part of the leased space. Additional classrooms and meeting areas are available to the service center on an as-needed basis. The building is fully handicap accessible. The customer services resource room is located just inside the main entrance and is designated for walk-in customers. Two walled offices are available for individual counseling, employer interviews, and assessment. The resource room contains 11 computer workstations, two telephones, a copier and a fax machine. Various printed resources are also available. Assistive technology is available for those with mobility, hearing and vision disabilities.

- b. Access to the Michigan Talent Bank (MTB) Internet-Based System:

The Michigan Works! Livingston Service Center will have 11 public computer workstations with high speed Internet access. Two additional workstations are available for computerized assessments. The M-TEC has a computer lab which can be reserved when large numbers of people are expected, such as for plant closings or mass layoffs.

The average number of customers to be served is **105 daily**.

The service provider will cross train other staff assigned to vocational programs to assist in the event of a mass layoff, hiring, or closure to provide mediated services. The Program Coordinator will also participate in the training so that he/she can be available on site in times of peak demand.

3. Labor Exchange:

All job seekers will be provided access and facilitated assistance to the Talent/Job Bank to register and update registrations monthly and to search the Talent/Job Bank. These services will be available on a walk-in and appointment basis at the Michigan Works! Livingston Service Center. Information regarding general employment services will be provided over the telephone, while the following services will be provided directly at the site:

- A. Self service using Michigan's Talent/Job Bank Internet-based system and Resource Rooms
- B. Staff assisted self-service to help job seekers and employers who cannot use Michigan's Talent / Job Bank unaided.
- C. Mediated services for those who need more intensive staff assistance to obtain jobs or employees.

Job Seekers and Employers will be greeted on the telephone by friendly, helpful staff who will respond to any questions a seeker might have and offer the job seeker the opportunity to come in to the Center and to utilize the Talent/Job Bank. The caller may also receive information on how to access the Internet site to utilize the Talent/Job Bank off site.

On site, the job seeker or employer will receive hard copy information on accessing the Talent/Job Bank. A Customer Services Assistant will be available to answer any questions and provide individual assistance to anyone requiring it. The Resource Room will have a self-serve library of resources to assist job seekers in completing applications and establishing an effective job search plan. The resource materials may include job search and resume books, sample resumes, computer and Internet instructional materials, newspapers, and other resource materials.

After completing a hard copy of the registration material, job seekers and employers will be invited to access the computer to directly register their information into the Talent/Job Bank system. A Customer Service Assistant will ask a variety of questions to ascertain the job seeker or employer's ability to utilize the system without direct assistance. If it appears that the person will require assistance, a Customer Service Assistant will provide direction and assistance to job seekers in accessing information available on employer Web pages.

Employers accessing Employment Services may be directed to a Customer Advisor for Job Development Services. A hard copy of any open position to be posted will be collected, as well as having it entered into the Talent/Job Bank.

Mediated Services - Another component of the Basic Labor Exchange is the development and implementation of Job Search Workshops to be conducted by a Customer Advisor. These workshops will be regularly scheduled to meet the needs of job seekers and include topics such as Resume Writing, Developing Job Seeking Skills, Interviewing, Active Job Search Strategies and Maintaining Long Term Employment. The workshop schedule is provided to all customers who visit the center and is available on our website.

Facilitated access and mediated services will be provided at the Michigan Works! Livingston Service Center by a contractor selected by the Workforce Development Council. A Customer Service Assistant will screen job seekers and employers to determine whether he/she has barriers which would impede effective use of Michigan's Talent Bank/Job Bank Internet-based system. Barriers could include lack of computer skills, lack of literacy skills, a disability, or other barriers. A staff person will provide facilitated services and mediated services to these individuals. One customer assistant and one customer advisor will be available at all times for job seekers and employers. This level of staffing should insure that job seeker and employer customers are served promptly.

The number of daily customers to be served is 105.

The service provider will cross train other staff assigned to vocational programs to assist in the event of a mass layoff, hiring, or closure to provide mediated services. The Program Coordinator will also participate in the training so that he/she can be available on site in times of peak demand.

4. Profiling Requirement:

The Livingston County Michigan Works Agency! will offer profiling to claimants on a regular basis. This requirement will be administered by the contracted service provider. However, staff and financial resources may limit the number of times that profiling is offered during a given time period.

The Livingston County Michigan Works Agency! will comply with the Policy and Procedures for Processing Profiled Claimants as spelled out in Bureau of Workforce Programs Policy Issuance (PI): 04-10, Change 2.

5. UI Claimant Services/Memorandum of Understanding between the UI Agency and Department of Labor & Economic Growth/Bureau of Workforce Transformation:

The Livingston County MWA will:

- Make available in the one-stop service center printed materials or will verbally provide referral information, or both, describing unemployment compensation matters. Verbal information will be restricted to contact information for the Claimant Filing/Inquiry Line, Customer Relations Hotline, MARVIN, and the Problem Resolution Center nearest the MWAs service delivery area or the UIA Website.
- Not attempt to provide information of a technical or legal nature regarding unemployment compensation. This includes information regarding how to file a claim. Advice or instructions to UI claimants regarding their claims will not be provided.
- Allow UI claimants access and use of service center equipment to make contact with the UIA.
- Supply the Problem Resolution office closest to the Michigan Works! service delivery area with promotional materials that describe services provided at the one-stop service centers.

6. Unemployment Insurance (UI) Work Test:

- ES Registration of UI Claimants:

Employment Services staff will provide timely confirmation to the Unemployment Insurance Agency of that a claimant has entered his/her resume in the Michigan Talent Bank by certifying the entry in the One-Stop MIS system. To facilitate this process, each customer will be asked if he or she has filed for unemployment insurance. If they have not yet filed, the customer service assistant will provide printed information on filing by phone or Internet. Customers can use the phone or computer at the service center to register if they wish. If they have filed, they will be asked to complete a short questionnaire to collect information needed to enter required data into the Mediated Services MIS system.

- Reporting Claimant Non-Compliance with the “Available and Seeking Work” Requirement:

Employment Services staff’s responsibility for the UI Work Test “available and seeking work” requirement will be met by using the designated form. Employment Services staff will report any evidence of a claimant’s lack of availability for work or lack of seeking work to the originating Unemployment Agency office.

7. Participate in a System for Clearing Labor between the States:

Employment Services staff will participate in the Michigan component of the National Labor Exchange System by providing access to the Talent/Job Bank labor exchange system and receiving and forwarding interstate and intrastate job orders for processing to the designated Employment Services Agency staff.

8. Services to Veterans:

In accordance with Section 311 of Public Act 517 of 2002, MWA will ensure that an employee is available in each designated ES office to do the following:

- Ask each customer who enters the office if they are a veteran.
- Refer each veteran to the Veterans Employment Representative on duty at the time.

If a Veterans Employment Representative is not available, the ES provider will supply contact information for the Veterans Employment Representative through a referral process established jointly by the Veterans Employment Representative and the ES service provider.

After entering a resume in the Michigan Talent Bank, all veterans will be referred to the Veterans Employment Representative assigned to that ES office. Veterans Employment Representatives are DLEG-BWP employees, classified as Disabled Veterans Outreach Workers (DVOWs) or Local Veterans Employment Representatives (LVERs). DVOWs and LVERs are assigned to ES offices on a full-time or part-time basis by the DLEG-BWP to provide specific workforce development services for veterans over and above those services ordinarily available from ES providers.

Additionally, in accordance with Section 311 of Public Act 517 of 2002, the MWA will post a notice in a conspicuous place within each ES office of advising veterans that a Veterans Employment Representative is available to assist them.

The Livingston County Michigan Works! Agency (MWA) will ensure that ES providers will comply

with the Jobs for Veterans Act Public Law 107-288 of 2002, Title 38 of U.S. Code.

The Livingston County MWA ensures services to veterans by providing veterans with access to same employment services received by the universal population.

9. Veterans Priority:

The Livingston County MWA will give veterans priority of service over non-veterans for the receipt of employment, training, and placement services provided under any covered program, as long as the individual otherwise meets the requirements for participation in the program. This is explained in detail in the Veterans Priority Policy of the Livingston County MWA.

10. Services Provided to Migrant and Seasonal Farm Workers (MSFWs):

Traditionally, services requested by MSFWs population in the Livingston County MWA has been minimal. However, the MSFWs will be provided with access to the same employment services, benefits, protections, counseling, testing, and job and training referral services received by the universal population within the MWA. Referrals will be made on an as needed basis to Agricultural Employment Specialists stationed at other Michigan Works! Service Centers and/or space will be made available for an Agricultural Employment Specialist to meet customers at the Livingston Service Center.

11. Additional Services:

At this time there are no additional planned services or activities which would utilize ES funds that are in any way different or in addition to the services described in other areas of the narrative.

RESOLUTION

NO: 2011-07-181

LIVINGSTON COUNTY

DATE: July 5, 2011

RESOLUTION TO AUTHORIZE AND APPROVE SOFTWARE LICENSE AND MAINTENANCE AGREEMENT WITH DEKETO SOFTWARE DEVELOPMENT SPECIALISTS REPLACING EXISTING CONTRACTS WITH CHERRY LAN SYSTEMS - INFORMATON TECHNOLOGY

WHEREAS, Livingston County Clerk's department has a need for Vital Indexing, and Vital Records Imaging which was Cherry LAN software; and

WHEREAS, Deketo Software Development Specialist will be replacing Cherry LAN; and

WHEREAS, the new Software License and Maintenance Agreement through Deketo will need to be reviewed by the County's Civil Counsel office; and

WHEREAS, the cost of the software maintenance will remain the same for Vital Indexing at \$3,000.00 annually, and for Vital Records at \$3,000.00 annually for a total cost of \$6,000.00; and

WHEREAS, funding for same is available through the Information Technology Department Budget; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with Deketo Software Development Specialists located at 2800 Aero Park Dr. Ste B, Traverse City, MI 49686 for Software Maintenance on the County Clerk's office Vital Indexing and Vital Records software for an amount of \$3,000.00 each for a total amount annually of \$6,000.00

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

#

#

#

MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF INFORMATION

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

Memorandum

To: Livingston County Board of Commissioners
From: Paul McNamara
Date: 6/13/2011
Re: Deketo Software Development Specialists

Attached you will find a Resolution and Software License Maintenance Agreement for your review and authorization.

The County Clerk is using software for their Vital Records Indexing, and their Vital Records Imaging through Cherry LAN software. Deketo Software Development Specialists have recently taken over Cherry LAN software. Deketo has forwarded us an agreement for the Software License and Maintenance that will need to be reviewed by the County's Civil Counsel office.

The cost for the software maintenance will remain the same for the 2011 – 2012 renewal, which has already been paid. That cost is \$3,000.00 for each system, for a total of \$6,000.00 annually.

If you have any questions please contact me at any time.

RESOLUTION

NO: 2011-07-182

LIVINGSTON COUNTY

DATE: July 5, 2011

**RESOLUTION FOR AUTHORIZATION AND APPROVAL OF LIVINGSTON COUNTY
INFORMATION TECHNOLOGY TO PROCEED WITH THE CISCO UNIFIED WIRELESS
NETWORK DEPLOYMENT PROJECT WITH CDWG - INFORMATION TECHNOLOGY**

WHEREAS, the CISCO Unified Wireless Network Deployment project will allow CDWG to assist us in the planning, implementation, configuration, and validation of the CISCO Unified Wireless Solution; and

WHEREAS, this solution will include redundant wireless controllers that will allow the Information Technology department to centrally manage the 35 access points currently used; and

WHEREAS, a secure guest access account that will stay on the outside of our network will also be configured; and

WHEREAS, funding for this project will be \$21,000 from the EMS Budget \$7,016.60 from the Information Technology department; and

WHEREAS, the cost breakdown for this project is \$6,242.00 for services, and \$21,774.60 for hardware with a total cost not to exceed \$28,016.60; and

WHEREAS, this system will be built to handle future wireless growth within Livingston County offices.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes and approves the CISCO Unified Wireless Network Deployment Project with CDWG for an amount not to exceed \$28,016.60.

#

#

#

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: 6/02/2011
**Re: CISCO UNIFIED WIRELESS NETWORK DEPLOYMENT
PROJECT**

Attached for your approval is a Resolution asking for the Board of Commissioners authorization and approval for Livingston County Information Technology department to proceed with the CISCO Unified Wireless Network Deployment Project.

The CISCO Unified Wireless Network Deployment project will allow CDWG to assist us in the planning, implementation, configuration, and validation of the CISCO Unified Wireless Solution. The solution will include wireless controllers (servers) that will allow the Information Technology department to centrally manage the 35 wireless access points currently used. The system will also have a secure guest access account that will stay on the outside of our network, but will allow guests to access the Internet after obtaining a user password. The initial design of the system has both redundancy and scalability built in.

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



PRICE QUOTE

1000 Town Center
 Suite 1800
 Southfield, MI 48075
 248.223.4500
 248.223.4501 Fax

Project: Wireless Controllers
 Attention: Accounts Payable
 Prepared for: Livingston, County of
 304 E Grand River Ave
 Howell, MI 48843-2488

QUOTE ID: 73980
 Revision: 1
 CUSTOMER ID: 11556
 QUOTE DATE: 06/07/2011
 QUOTE EXPIRES: 07/08/2011
 PAYMENT TERMS: Net 30 Days
 FOB: Port of Origin

Sales Person: Robert Wrask
 Phone: (248) 223-4528
 Email: Robert.Wrask@cdw.com
 ISR: Tiffany Hawkins
 Phone: (920) 996-3156
 Email: Tiffany.Hawkins@cdw.com

Qty	Part Number	Description	Customer Price	Customer Extended Price
2	AIR-CT5508-25-K9	Cisco 5508 Series Wireless Controller for up to 25 APs	\$ 9,277.10	\$ 18,554.20
2	SWC5500K9-70	Cisco Unified Wireless Controller SW Release 7.0	\$ -	\$ -
2	AIR-PWR-CORD-NA	AIR Line Cord North America	\$ -	\$ -
2	CON-SNT-CT0825	SMARTNET 8X5XNBD Cisco 5508 Series	\$ 1,152.00	\$ 2,304.00
4	GLC-T=	1000BASE-T SFP	\$ 229.10	\$ 916.40

Quote Total: \$ 21,774.60

RESOLUTION

NO: 2011-07-183

LIVINGSTON COUNTY

DATE: July 5, 2011

RESOLUTION AUTHORIZING THE PERSONNEL REORGANIZATION IN ANIMAL CONTROL – General Government/Finance/Board

WHEREAS, the current staff positions and staffing hours within Animal Control have been evaluated over the past six months, and

WHEREAS, it is being recommended by management that a reorganization of personnel be implemented in order to provide adequate services while controlling personnel costs, and

WHEREAS, the recommended staffing levels decrease overall hours for Animal Control Officers and create the addition of an Administrative Aide and Kennel Assistant, and

WHEREAS, the total personnel costs of the recommended staffing levels are approximately \$9,000 less than the total personnel costs in the 2011 budget for Animal Control.

THEREFORE BE IT RESOLVED that the Board of Commissioners authorize the following positions for Animal Control:

Director of Animal Control	Grade M
Two Full-Time Animal Control Officers	Grade I
Two Part-Time Animal Control Officers	Grade I
One Full-Time Animal Control Assistant	Grade E
Two Part-Time Animal Control Assistants	Grade E
One Part-Time Administrative Aid	Grade F
One Part-Time Kennel Assistant	Grade D
One Part-Time Veterinarian	No Grade Level

#

MOVED:

SECONDED:

CARRIED:

Livingston County Michigan Human Resources Policy Manual

Section: Subject:	Vacancy Review
------------------------------------	-----------------------

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: **Ted Westmeier**

Title of Position to be Filled: **Animal Control Personnel Reorganization Proposal**

Salary: **\$265,618 total for all positions within Animal**

Control

Annual Cost of Budgeted Position: **\$356,481 Total Personnel Costs**

Projected Cost for the next five years: **\$1,930,045 Total**

New Position/Classification (Yes/No): **There are two new positions, one PT Administrative Aid and one PT Kennel Assistant. The Kennel Assistant position will be a new classification description which will require review and approval by the Personnel Committee. The reorganization plan is needed to provide the correct staffing to maintain operations. We are reducing staffing budgets and total hours for the Animal Control Officers (ACO's) while adding clerical support (PT Administrative Aid) and kennel support (PT Kennel Assistant) that is much needed to maintain operations within Animal Control. We currently have a vacant ACO position due to a resignation. Please reference the attached organizational chart. The personnel costs for the proposed reorganization will create a savings of more than \$ 9K from what was budgeted for personnel costs in 2011.**

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. **It is being proposed to maintain two full-time and two part-time ACO's but reduce the hours of the part-time ACO's by 50%. Lack of clerical support has been a major problem within Animal Control, requiring ACO's and Animal Control Assistants (ACA's) to fill that role. Therefore we are requesting the addition of a PT Administrative Aid. An additional Kennel Assistant is proposed to aid in kennel and cage cleaning and the feeding of animals.**
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. **There is a State Animal Control Statute that must be enforced at the local level.**
3. Budgeted department head count for the past five years:
Jan., 2006: **7FT, 1PT** Jan., 2007: **7FT, 1PT** Jan., 2008: **5FT, 5PT**
Jan., 2009: **5FT, 5PT** Jan., 2010: **5FT, 4PT**

Please explain changes: **Staff levels and positions reduced due to budgetary constraints.**

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. **The vacant Full-time Animal Control Officer is needed to perform the functions of enforcement. There are no other positions within Livingston County that can perform those specific functions without additional training. Training in Animal Control is required plus additional training in limited law enforcement is desirable.**

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? **The proposal presented details the positions and staffing levels that are necessary to perform the functions required of the County Animal Control Operations.**

6. Specifically list three reasonable options if your request to replace a position is denied. **There are no other "reasonable" options except to maintain the status quo. Without clerical support with the addition of an Administrative Aid, ACO's, ACA's and the Director all work clerical functions at the front reception area that would best be performed by an Administrative Aid. In addition the ACA's assist with surgeries, health care, owner drop off's, owner pick ups, adoptions, etc. The operations are for animal care, feeding and sanitation are seven days a week.**

7. What are the consequences of deferring the vacant position over the next several months and beyond? **Without filling the vacant ACO position Animal Control would not be able to respond to animal complaints. If the reorganization is not approved Animal Control would need to reduce hours of operation open to the public.**

8. What budget saving measures has this department implemented? Have additional measures been identified? **We are aware that there has been a reduction of staff over time and few resources provided staff to assist them in the operations.**

9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire? **It will not be possible to reduce any staffing levels at this time without severe reductions in the operations and possible violations of the State Animal Control Statute plus violations of the Department of Agriculture sheltering requirements.**
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. **Please refer to the attached organizational chart.**
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 other operation within the County has comparable duties of the Animal Control, including sheltering and enforcement. Other local law enforcement offices will assist Animal Control and have enforced portions of the state statute through issuance of tickets. No other operation in the county is able to capture or house animals. We work with the Humane Society and other animal rescues groups to assist in adoption and reduce our animal population within the shelter.**
12. Explain what services can be provided by others, private sector or non-profit? **Please refer to question 11.**
13. Are there other County employees with the skills and knowledge that can be transferred from another department thereby shifting the vacancy to another department where the position will not be filled? **There is always that possibility of shifting staff from another department, especially Administrative Aid.**
14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s). **We are currently utilizing temporary staff and have temporarily increased the hours of our part-time staff. Increasing the hours of our part-time staff is no longer an option without changing their status to full-time, which will increase our overall personnel costs without increasing available hours to what is needed for our operations.**

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). **Please note that there are four full-time staff-- Director, two ACO's and one ACA. All other positions are part-time.**

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 current staff has had their hours increased on a temporary basis.**

17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s). **Staff is cross trained out of necessity and performs a variety of functions.**



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF PUBLIC HEALTH

2300 East Grand River, Howell, MI 48843
Phone (517) 546-9850 Fax (517) 546-6995
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Ted Westmeier
Date: June 8, 2011
Re: Resolution Authorizing the Personnel Reorganization in Animal Control

We are requesting that the Board of Commissioners authorize a reorganization of personnel in Animal Control. Over the past six months staffing levels have been evaluated. We have determined that the shelter operations are inadequately and improperly staffed and the overall staffing hours for Animal Control Officers (ACO's) can be reduced. Due to no clerical support in Animal Control, ACO's and Animal Control Assistants (ACA's) must provide that support which then interferes with their primary duties. Also the shelter demands staff seven days a week to provide for the care and feeding of the sheltered animals.

We are proposing that total hours for ACO's be decreased by a total of 20 hours weekly. This is accomplished by reducing the two part-time ACO's to 10 hours weekly. We are proposing to create an Administrative Aide position to provide clerical support and act as a receptionist. This will allow our ACO's and ACA's to perform their primary functions. The addition of a Kennel Assistant will provide the needed support to contain the hours of the part-time ACA's. Currently the part-time ACA's have been working additional hours on a temporary basis in order to maintain operations.

The total personnel costs for the proposal result in a savings of approximately \$ 9,000 compared to the budgeted personnel costs for 2011.

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

RESOLUTION

NO: 2011-07-184

LIVINGSTON COUNTY

DATE: July 5, 2011

RESOLUTION CREATING THE POSITION OF KENNEL ASSISTANT (ANIMAL CONTROL)

Personnel– Finance–Board

WHEREAS, management is recommending a personnel reorganization within Animal Control, and

WHEREAS, the reorganization establishes a newly-created position of Kennel Assistant, and

WHEREAS, the Personnel Sub-Committee and Finance have reviewed the reorganization plan and concur with the establishment of a kennel assistant position, and

WHEREAS, the Personnel Sub-Committee has reviewed the job analysis questionnaire and created a new job description.

WHEREAS, the complete department reorganization will be presented at the next General Government Committee meeting for approval before being forwarded on to Finance;

THEREFORE BE IT RESOLVED that the Board of Commissioners approve the position of

Kennel Assistant at Grade Level D.

#

#

#

MOVED:

SECONDED:

CARRIED:

EMPLOYEE NAME: VACANT

JOB TITLE: Kennel Assistant

POSITION ID#: 101.430-

EMPLOYEES SUPERVISED: None

IMMEDIATE SUPERVISOR: Debbie Oberle

TITLE OF IMMEDIATE SUPERVISOR: Animal Control Director

FLSA STATUS: Non-Exempt-Service Maintenance

DEPARTMENT: Animal Control **LOCATION:** West Complex

EFFECTIVE: 07/01/11 **GRADE** D **RANGE:** \$11.23 - \$14.23
(Wage range established for those hired 11/1/09 or later)

WORKERS COMP. CODE: 8831



SUMMARY OF POSITION:

This class is responsible for cleaning of animal kennels, feeding and watering of animals, moving pets or bringing them to the lobby for viewing along with handling/petting of animals.

ESSENTIAL FUNCTIONS:

1. Maintains the well being of the animals and the cleanliness of the shelter, which includes feeding, watering and cleaning of animals along with the cleaning and sanitizing of the shelter.
2. Assists in determining the health and evaluating the needs of animals, and determining if an animal can be adopted.
3. Assists in monitoring the care and behavior of animals and documents observations.
4. Shows animals that are available for adoption.
5. Performs other duties of a similar nature or level.

GENERAL DUTIES:

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

SUPPLEMENTARY FUNCTIONS:

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

LICENSING or CERTIFICATIONS:

- Valid MI Driver's License and a good driving record.

QUALIFICATIONS:

1. Less than 12 years of school.
2. Three (3) to six (6) months of experience caring for animals; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of:

- Basic knowledge of animal behavior;
- Basic office procedures;
- Sanitary procedures and practices;

Skill in:

- Observing the behavior of animals;
- Caring for animals;
- Ability to maintain basic records, prepare reports and answer questions.
- Ability to maintain effective working relationships and productively serve as a member of a team with employees and the public plus have the ability to deal with problems courteously and tactfully.
- Must be able to maintain cooperative working relationships and possess good interpersonal skills and be able to work within a team structure.

STAFF DEVELOPMENT/TRAINING:

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

WORKING CONDITIONS:**Physical Requirements:**

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and seeing.

- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Incumbents may be subjected to fumes, odors, gases, poor ventilation, chemicals and potentially lethal diseases and animals.
- May be exposed to hazardous materials found in a home or general office environment.
- Use of household cleaning products and disinfectants may be required.

CRITERIA FOR MERIT INCREASES:

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

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

Signature of Employee

Signature of Supervisor

Date

Date

POSITION DESCRIPTION ESTABLISHED: 07/11

POSITION DESCRIPTION REVIEWED: 07/11

RESOLUTION

NO: 2011-07-185

LIVINGSTON COUNTY

DATE: July 5, 2011

RESOLUTION APPROVING THE FILLING OF A VACANT FULL TIME CASEWORKER POSITION IN THE FRIEND OF THE COURT OFFICE - Friend of the Court

WHEREAS, the Friend of the Court Office has a need to fill a vacant Caseworker position; and

WHEREAS, for purposes of continuity, the Friend of the Court Office would function more efficiently if the resolution to approve the filling of the vacant Caseworker position were granted; and

WHEREAS, this position is responsible for child support enforcement and 66% of the employee cost is reimbursed through the Cooperative Reimbursement Program; and

WHEREAS, funding for same is available in the 2011 Friend of the 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 approves the filling of the vacant full time Caseworker position in the Friend of the Court Office.

#

#

#

MOVED:
SECONDED:
CARRIED:

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: **Melissa A. Scharrer, Friend of the Court**

Title of Position to be Filled: **Enforcement Caseworker**

Salary: **\$36,868 – \$44,032**

Annual Cost of Budgeted Position: \$53,919 - \$59,373. **However, as this position is funded through the Cooperative Reimbursement Program (CRP) with the Office of Child Support, the annual cost would be 34% of the above range or: \$18,332 - \$20,187.**

Projected Cost for the next five years: **Approximately, \$96,229 (34% of \$283,028)**

New Position/Classification (No)

If No: Name of Employee Last Occupying this Position: **Laurie Wells**

When did the position become vacant? **June 20, 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.

The position of Enforcement Caseworker enforces court orders in compliance with Michigan statutes, Michigan Court Rules, case law, and other requirements and directives from the Department of Human Services, Office of Child Support, and the State Court Administrative Office pertaining to child support, spousal support, medical support, and child care. This position is responsible for collecting financial and other information which is used to prepare reports with recommendations regarding child support and other matters; monitoring cases for compliance with court orders and following up with enforcement action, if necessary; responding to inquiries via telephone, fax, written correspondence, e-mail, and in person related to court orders, enforcement issues, complaints regarding parenting time, and other matters.

The work performed by the FOC Enforcement Caseworker is essential to the welfare of the children and families in Livingston County who have experienced separation and/or divorce. Especially with this depressed economy, issues of financial support for children take on paramount importance. The federally mandated child support system, and the rules and procedures associated with it, are often complex and difficult to understand. With an average caseload of over 1,250 cases, caseworkers not only must navigate these complexities but also seek to explain the processes to clients. Currently, many clients feel frustrated by the "system" and want their concerns timely addressed. To not fill this position would mean that the 1,250 cases would be divided between the remaining four Caseworkers, resulting in a

caseload of about 1,563 per person. I believe that our commitment to serving children and families would be severely jeopardized by such caseloads.

1. 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 pursuant to Michigan Compiled Laws (MCL): 400.236- 240; The Family Support Act, MCL 552.451- 459; The Friend of the Court Act, MCL 552.501- 528; The Support and Parenting Time Enforcement Act, MCL 552.601- 683; The Uniform Interstate Family Support Act, MCL 552.1101- 1901; Child Custody Act, MCL 772.21 et seq.; The United States Code of Federal Regulations (CFR); Title IV-D of the Social Security Act of 1976; The Michigan Court Rules (MCR) subchapter 3.200 particularly MCR 3.208- 3.221; State Court Administrative Office Memorandum; Department of Human Services IV-D Memorandum; and all other duties assigned by the Chief Circuit Court Judge.

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

Jan., 2007: **27** Jan., 2008: **25** Jan., 2009: **26** Jan., 2010: **26.5** Jan., 2011: **26.5**

Please explain changes:

On October 1, 2007, when the State of Michigan eliminated funding for a Medical Clerk, the position was eliminated. In addition, we eliminated a File Clerk part-time position to save costs and restructured the duties among the FOC Clerks. In January 2009, in coordination with the Circuit Court Juvenile Division, we were granted funding for an additional Attorney Referee position. The following year, we were granted funding for a part-time Conciliator position.

3. 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.

Typically, a vacant Enforcement Caseworker position has been filled by a lower seniority employee at the FOC largely in part because of the critical necessity to understand the complexities of the Michigan Child Support Enforcement System (MiCSES), court rules and procedures, and the unique nature of working in emotional and stressful situations. Caseworkers oversee the entire FOC case file and are the points of contact for all inquiries. It is essential that a Caseworker have knowledge and understanding of MiCSES, child support procedures and statutes, legal knowledge, and IV-D rules and regulations. This scope of knowledge is only gained through actual FOC work.

4. 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?

As stated in question #4, due to the complexities of the position and specialized knowledge required, this position is best filled with a current FOC employee. This, then, begs the question of should authorization be granted to fill the Enforcement Caseworker position, and it is filled with an existing FOC employee, could the essential work of the FOC be done without hiring an additional person? At this point, I cannot answer that question because it is conditional upon who might apply for the Enforcement Caseworker position and what existing position would be vacated and the resulting impact on the operation of the office. While I am always seeking opportunities to make the FOC as effective and efficient as possible, I am reminded of the limitations imposed upon us by MiCSES in assigning roles and duties to particular positions for security purposes. For example, a front desk clerk who accepts a support payment is not allowed to have the authority to change an address in MiCSES. The regulations imposed by MiCSES limit the scope of cross training allowable.

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

In my opinion, I would not have any options that I could offer as “reasonable.” The caseloads of the remaining Enforcement Caseworkers would be increased while the mandated duties would remain. The reluctant “option” would be to reduce contact with clients and become more automated in responding to inquiries.

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

Reduced availability to clients will result in increased frustration level for parents. Increased caseloads will result in the potential for mandated services not being performed accurately and timely. Incentive revenue likely will decline as we are not able to manage our cases as proficiently as before. Incentive revenue is based upon how well we perform our support enforcement functions. Generally, we receive about \$230,000 annually in incentive monies. This amount would be compromised with the loss of personnel.

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

Since April 2007, we have operated without a part-time file clerk and re-distributed those duties. Since October 2007, we have operated without a 32 hour per week Medical Clerk and those duties, too, have been re-distributed. When the additional Attorney Referee was hired, no request was made for an additional Referee secretary due to budget realities. Currently, two secretaries serve four Attorney Referees and the Friend of the Court. These two secretaries serve are cross trained to operate the video equipment as well as scheduling and managing the FOC files

for hearings. The Referees, Friend of the Court, as well as Custody Investigators all type their own work product.

In addition, the FOC is measured regarding their cost effectiveness. In other words, for every dollar spent, how much is collected in support. In Michigan, the average is for every dollar spent, \$5.98 is collected. For the Livingston County FOC, for every dollar spent, \$16.40 is collected, the highest in the State.

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

At this point, I am unable to answer this question. Please refer to comments stated in #5.

9. 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 Organization Chart. Also, as stated earlier, limitations imposed by MiCSES, due to security safeguards, restrict workforce availability for performing mandated services.

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

Each County enters into a contract with the Michigan Department of Human Services to perform child support enforcement in accordance with State and Federal requirements. It is from this specific contract, that the 66% reimbursement to the County is realized.

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

Due to the requirements of the Cooperative Reimbursement contract, the answer is none. However, we have been able to supplement services, such as supervised parenting time, through a grant offered by the State Court Administrative Office and administered by Catholic Social Services. In addition, we provide a divorce education program called SMILE that is done through all volunteers.

12. 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?

Due to the complexities of the MiCSES system and the knowledge required for this position, I do not think it would be effectively feasible.

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

Yes. The nature of the position of Enforcement Caseworker is literally a person who works a case. This person is the point of contact for parents, guardians, attorneys, employers, DHS workers, etc. Unlike criminal and civil cases, domestic cases can remain open for many years. The court continues to have jurisdiction over children until they reach 18 years old or graduate from high school, up to age 19 ½. In addition, if there are support arrearages owing past this date, then the FOC has 10 additional years to enforce on the arrears. Enforcement Caseworkers must develop and maintain communication and continuity with families. It not only helps families, but it helps enforcement duties as well. The use of part-time personnel would not serve the public or our enforcement responsibilities well. In addition, as 66% of salary and benefits are reimbursed by the CRP contract, the savings received by hiring someone without benefits would be relatively small compared to the loss in continuity and work productivity.

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

Yes, as stated above in #14, I do not believe it would be feasible due to the long term nature of the position with families, nor do I believe it would be cost effective.

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

Yes, current staff works some overtime but, due to budgetary concerns, the majority of this time is in the form of compensatory time. However, the use of this process is a balancing act. The position of Enforcement Caseworker, as are most positions at the FOC, very stressful. When clients call or come to our lobby, it is because they have questions and are generally upset with something that has happened that they do not understand. Caseworkers deal with volatile emotions on a regular basis and, in order to be effective, Caseworkers need to have a balance. To work overtime or compensatory time, on a regular basis, would not serve the Caseworker, the clients, or our office well.

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

Subject to the limitations imposed by MiCSES because of security safeguards, all staff are cross trained to promote efficiency. For example, my Office Coordinator, Chief Support Specialist, and Chief Account Clerk are cross trained in each position's duties. This allows for continuity in operations when there are sick, vacation, or training days. Similarly, the FOC Clerks are cross trained to assist the Referee Secretaries. As much as possible, staff are cross trained to maximize efficiency.



LIVINGSTON COUNTY, MICHIGAN
FRIEND OF THE COURT

210 S. Highlander Way, Suite 3, Howell, MI 48843
Phone (517)546-0230 Fax (517)552-2312

Memorandum

To: Livingston County Board of Commissioners
From: Melissa A. Scharrer
Date: 6/15/11
Re: RESOLUTION APPROVING THE FILLING OF A VACANT CASEWORKER POSITION
IN THE FRIEND OF THE COURT OFFICE

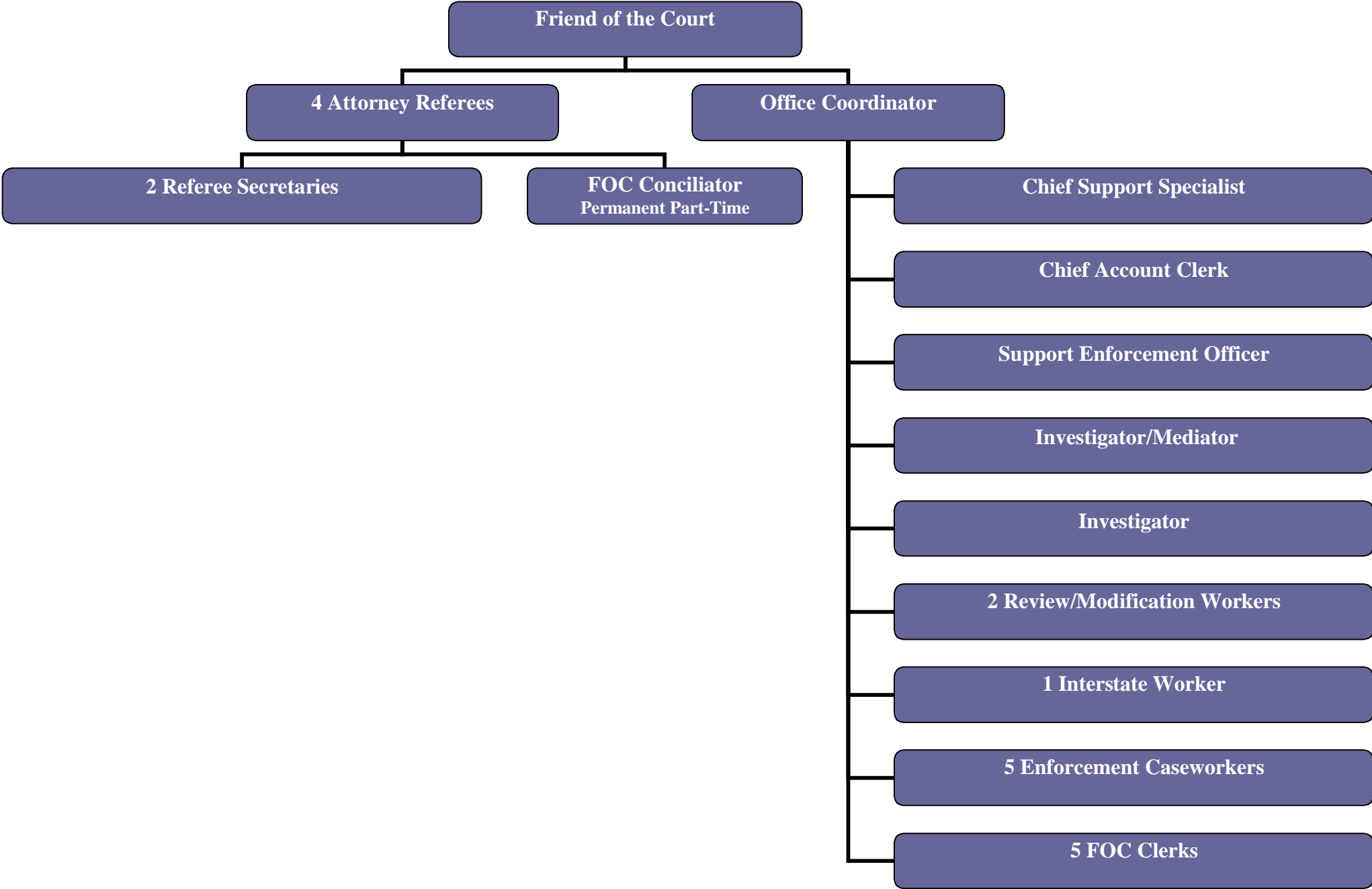
Friend of the Court Caseworker, Laurie Wells, will fill the Chief Support Specialist position in the Friend of the Court Office effective 6/20/11 as long as the Board of Commissioners approves filling of the Chief Support Specialist at the 6/20/11 meeting. The Resolution to fill the Chief Support Specialist position passed Finance on June 8, 2011. This potentially will create a vacant Caseworker position in the Friend of the Court Office.

The position of Caseworker is responsible for child support enforcement and 66% of salary and benefits is reimbursed through the Cooperative Reimbursement Program through the Michigan Department of Human Services and the Federal Office of Child Support. As a Caseworker, this position is responsible for over 1,250 active case files at the Friend of the Court and performs duties that are mandated by statute, court rules, and federal regulations. It is critical to the effective operation of the Friend of the Court and their mandated duties, in addition to the responsibilities to the children and families we serve, that this vacancy be filled.

An Exception to Hiring Freeze from accompanies this request. If you have any questions, please do not hesitate to contact me. Thank you.

Friend of the Court Organization Chart

1-1-2011



RESOLUTION

NO: 2011-07-186

LIVINGSTON COUNTY

DATE: July 5, 2011

RESOLUTION APPROVING THE FILLING OF A JUVENILE PROBATION OFFICER POSITION IN THE FAMILY DIVISION OF THE CIRCUIT COURT

WHEREAS, the Family Division of the Circuit Court has a need for a full time juvenile probation officer; and

WHEREAS, the position is vacant due to the resignation of the Probation Officer who held the position; and

WHEREAS, the position is essential to serving the youth of the County and maintaining compliance with statutory staffing requirements; and,

WHEREAS, funding for the position is available in 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 approves the filling of a Juvenile Probation Officer position in the Family Division of the Circuit Court.

#

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: 6/21/2011
Re: RESOLUTION APPROVING THE FILLING OF A VACANT
JUVENILE PROBATION OFFICER POSITION IN THE
CIRCUIT COURT – FAMILY DIVISION

A Juvenile Probation Officer position is vacant due to the resignation Mike Capra.

This position provides casework services to juveniles, and their families, who are involved with the Juvenile Court. This position also conducts home studies for adoptions. This position is required by statute and by Administrative Order 1985-5 of the Michigan Supreme Court. It is essential that this position be filled quickly so that there is minimal disruption in services to juveniles and their families and so that the Circuit Court maintains its compliance with statute and the Supreme Court Administrative Order.

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

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: **William H. Newhouse**

Title of Position to be Filled: **Juvenile Probation Officer**

Salary: **\$43,803- \$52,315**

Annual Cost of Budgeted Position: **\$68,009**

Projected Cost for the next five years: **\$340,048**

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

If No: Name of Employee Last Occupying this Position: **Michael Capra**

When did the position become vacant? **July 1, 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.

The Probation Officer position in Juvenile Court is responsible for providing supervision of juveniles and services to them and their families when the juveniles are placed on probation, or are supervised through informal programs provided by the Court. The probation officer coordinates services with other agencies, interacts with schools, makes decisions regarding placement or specialized services and testifies in court proceedings regarding the juvenile's progress. This position screens and manages a large number of cases placed on Diversion status and also conducts home studies when a petition for adoption of one or more children has been filed with the Court.

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.

The position is required by Supreme Court Administrative Order 1985-5, which establishes the mandated ration of probation officers to county youth population. If the position is not filled, the Court will be in violation of the Administrative Order and subject to sanctions from the Supreme Court to compel filling of the position.

3. Budgeted department head count for the past five years:
Jan. 2006: 15.5 Jan. 2007: 15 Jan. 2008: 15 Jan. 2009: 14 Jan. 2010: 14 Jan. 2011: 14.5

Please explain changes: **The Adoption Supervisor position was not filled effective 1/01/2009. A part time Financial Unit Account Clerk was added in 2010.**

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. **The Probation Officer must have a minimum of a Bachelors degree with a major in criminal justice, social work, or related human services field. The staff with these qualifications already occupy other probation officer positions.**
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? **It would be impossible as the other existing staff who meet the necessary qualifications already occupy probation officer positions and leaving the position vacant jeopardizes the Court's compliance with the Supreme Court Administrative Order.**
6. Specifically list three reasonable options if your request to replace a position is denied. **Because this is a mandated position, there are no reasonable options available to the Court if the position is not filled. The Court will be faced with possible sanctions from the Supreme Court for failure to comply with the Supreme Court Administrative Order.**
7. What are the consequences of deferring the vacant position over the next several months and beyond? **Possible consequences include sanctions from the Supreme Court, increased caseloads for other probation officers, reduced services to juveniles and their families, and reduced public safety for the citizens of Livingston County.**
8. What budget saving measures has this department implemented? Have additional measures been identified? **The former Circuit/Probate Court Administrator position was reclassified from a Grade Level Q, to a new position of Circuit Court Administrator which is a Grade Level O, thus resulting in personnel cost savings. In addition, the Adoption Supervisor position was not filled effective 1/01/2009. A position in the court's financial unit, located in Central Services, was re-structured to two part-time positions, resulting in cost savings. To date, only one of those positions has been filled resulting in saving additional funds.**
9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire? **With the recent restructuring and staff reductions implemented, it would be detrimental to the children, families, and citizens of Livingston County to further reduce existing staffing levels. The court has made budget cuts of nearly 15% since 2010. Further cuts would have a direct, significant impact on the services provided to children, families, victims, and other users of the court system.**

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. **This position is required by Supreme Court Administrative Order 1985-5. Other than the rest of the probation staff, no one else possesses the type of degree necessary to fill the position, which limits the available workforce to perform the required duties.**

The Court's organizational chart is attached.

11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? With local governments? **The probation officer position is required by Supreme Court Administrative Order and is a part of the functions performed in every circuit court in Michigan. The courts are a separate branch of government, so other county departments cannot assist with the duties of the probation officer.**

In Livingston County, the Circuit Court Administrator, under the direction of the Chief Judge of the Circuit Court, assigns and supervises the work of the probation officer. Other courts do not have the jurisdiction, authority, or resources to share duties. The 44th Circuit Court is solely responsible for its staff.

12. Explain what services can be provided by others, private sector or non-profit? **Not applicable to this position.**

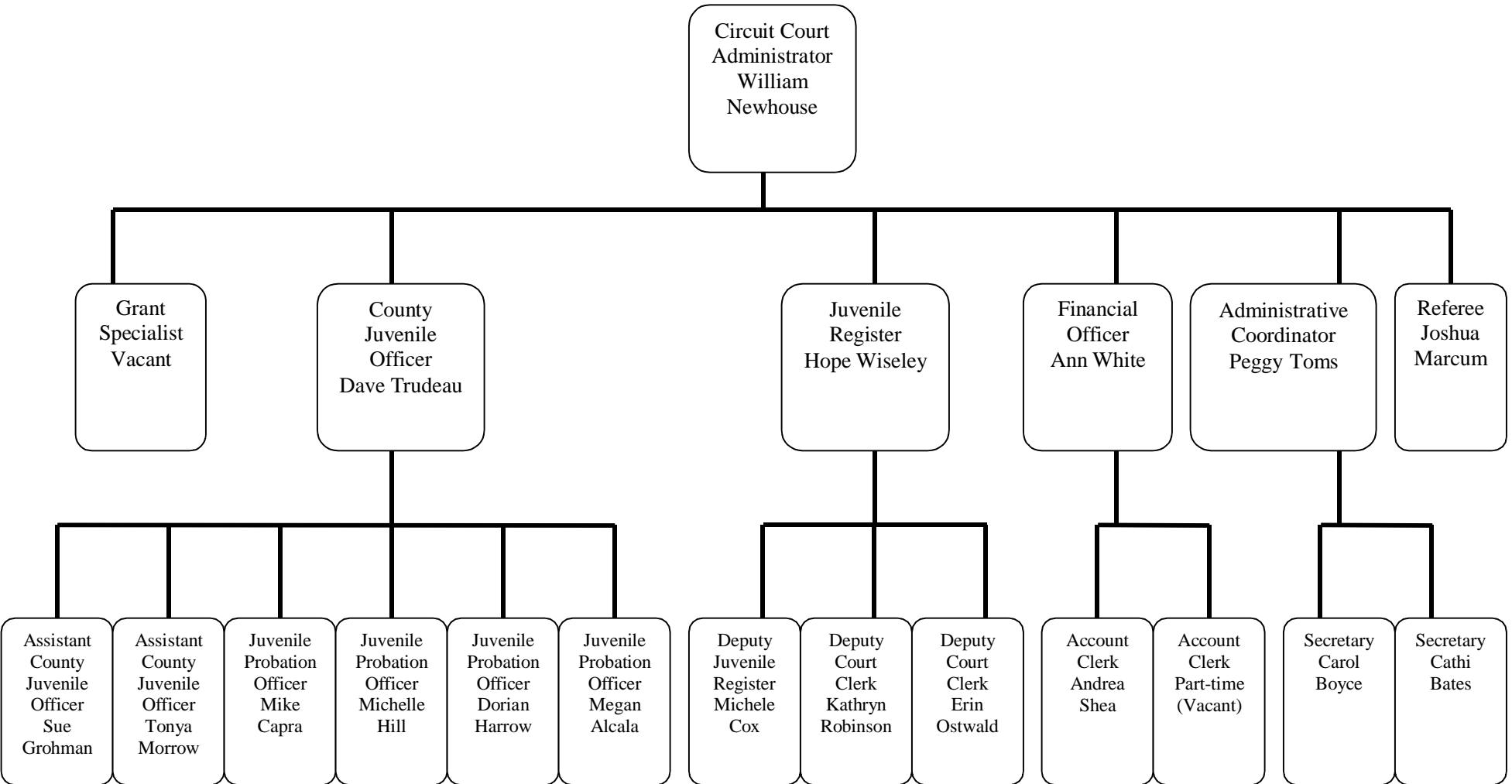
13. Are there other County employees with the skills and knowledge that can be transferred from another department thereby shifting the vacancy to another department where the position will not be filled? **It is possible, if the other county employees have the requisite educational background, meet the specific job qualifications, and have the experience necessary to perform the required duties of the probation officer.**

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s). **On an immediate basis, the Court will assign other probation officers to assist with managing the juvenile caseload of the vacant position. This will simply allow for handling crisis situations and completing unfinished tasks related to active cases. The adoption home studies require an experienced person, which may be difficult to find in a temporary employee. It is possible to employ a temporary person to manage the extensive Diversion responsibilities. The training necessary for this is readily available with current staff. This is not a long term solution, as the Diversion responsibilities are only a part of the overall duties of the position, which must be replaced with a full-time employee.**

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). **It is not feasible to use part time employees to handle the work of the probation officer. The requirements of the Supreme Court Administrative Order indicate that a full time probation officer is necessary to satisfy the mandate. There is an expectation of continuity in managing the probation caseload and a need to be responsive on an emergency basis that would not exist if the duties were divided among part time employees. The juveniles and families typically need consistency, in enforcing rules and in having a dependable contact person in case of a crisis.**

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 probation officer position is a union, salaried position. Probation officers have compensatory time available for work the goes beyond the normal work week. Work beyond the normal work week is typically due to crisis or when serving as the on-call referee in non-business hours. Other staff will have to pick up these duties while the position is vacant, possibly increasing accumulation of compensatory time.**
17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s). **Probation officers are largely cross-trained, which is why it is possible to shift duties to other staff in the short term. However, the vacant position has unique duties (as is the case with other probation officer positions) assigned to manage the Diversion caseload and to conduct adoption home studies.**



RESOLUTION

NO: 2011-07-187

LIVINGSTON COUNTY

DATE: July 5, 2011

RESOLUTION TO AUTHORIZE ENTERING INTO A CONTRACT WITH INFORMATION ACCESS STRATEGIES, INC. TO ASSIST IN THE EXPLORATION OF A COMPREHENSIVE ACCOUNTING AND FINANCIAL MANAGEMENT SYSTEM – COUNTY TREASURER/ COUNTY CLERK/COUNTY ADMINISTRATION

WHEREAS, Resolution 2011-06-177 authorized the County Clerk, County Treasurer, and County Administration to spearhead the exploration of a comprehensive accounting and financial management system; and

WHEREAS, a core team has been organized for this process consisting of members from the County Clerk's office, County Treasurer's office and County Administration; and

WHEREAS, the core team recognizes the level of detail, time, knowledge and experience this process will take to successfully find an accounting and financial system that best meets the needs of the majority of the system users: and

WHEREAS, in recognition of the complexity of this process and importance of successfully finding a system that best meets the needs of the majority of the County users, the core team met with Roberta Estes of Information Access Strategies, Inc. about providing consulting services and assistance in finding the best comprehensive accounting and financial system for the County; and

WHEREAS, based on the knowledge, expertise, location and experience of Ms. Estes in managing similar municipal government projects, the core team is recommending entering into a contract with Information Access Strategies, Inc. to assist with the departmental needs assessment, identification of challenges and facilitation of informational vendor demonstrations.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes that the competitive bid process be waived and authorizes entering into a contract with Information Access Strategies, Inc. of Brighton, MI, to provide consulting services and assistance in the departmental needs assessment, identification of challenges and facilitation of informational vendor demonstrations for an amount not to exceed \$15,625.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the use of \$15,625 of General Fund Contingency for this project and the corresponding budget amendment to properly reflect these changes.

BE IT FURTHER RESOLVED that the Board Chairman be authorized to sign said contract upon preparation of Civil Counsel.

#

#

#

MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
COUNTY ADMINISTRATION - FINANCE

304 East Grand River Ave, Ste 204
Phone 517-540-8727 Fax 517-546-7266
Web Site: www.co.livingston.mi.us

DATE: JUNE 29, 2011

TO: BOARD OF COMMISSIONERS

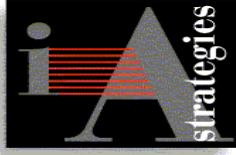
FROM: DIANNE HARDY, COUNTY TREASURER
CINDY MENDOZA, FINANCIAL OFFICER

SUBJECT: RECOMMENDATION TO ENTER INTO CONTRACT WITH INFORMATION ACCESS STRATEGIES

A core team was created for the process of exploring a comprehensive accounting and financial system and consists of members of the County Clerks Office, County Treasurer's Office, Information Technology and County Administration. The core team recently met with Roberta Estes of Information Access Strategies, Inc. about providing consulting services and assistance with the exploration of a new accounting and financial software system. Ms. Estes is a Livingston County resident with over 25 years of municipal government experience in project management in areas including technology needs assessment, creation of financial software Request for Proposals (RFP), and vendor selection. In addition to cities and counties, Ms. Estes' client list includes Michigan Municipal League (MML) and Michigan Municipal Risk Management Association (MMRMA). Recently, Ms. Estes was awarded an identical assignment for Ottawa County through a competitive bid process.

Based on Ms. Estes' knowledge, expertise and location, the core team is requesting that the competitive bid process be waived and that the attached resolution be approved which authorizes entering into a contract with Information Access Strategies, Inc. to assist the County with the first phase of exploring an accounting and financial system for an amount not to exceed \$15,625 which we are requesting be funded from General Fund Contingency. This first phase includes conducting a needs assessment and identification of challenges. This includes regular team meetings with the core team and the extended project team which will include all of the department representatives and users of the system to establish specific and detailed needs as well as challenges. This phase also includes the facilitation of vendor demos and follows up with departmental debriefing after each demo.

If you have any questions or concerns regarding the above recommendation from the core team, please do not hesitate to contact us.



INFORMATION ACCESS STRATEGIES, INC.

10366 Gr e y s t o n e C o u r t
B r i g h t o n , M i c h i g a n 48114

Roberta Bennett
Livingston County
Purchasing Agent
304 E. Grand River
Howell, Michigan 48843

June 21, 2011

Hi Roberta,

Thank you for the opportunity to discuss consulting to assist Livingston County in defining the needs for a new Enterprise Resource Planning (ERP) system. As you know, I have recently provided consulting services to Ottawa County as they underwent the same process.

Based on your questions about ERP consulting, I took a look at the Ottawa County invoices. Their services can be broken down into two following basic categories with the following costs and timeline associated with them. This would also be a reasonable process model for Livingston County.

All segments at Ottawa included regular team meetings with the core team and the extended project team. The core team are the primary players, the decision makers and the extended team are all of the various individuals and department representatives who have an interest and role in a successful implementation. Establishing these teams is critical to success.

Beginning November 1st, 2010, we scheduled and attended departmental/functional meetings to establish the specific and detailed needs of the County relative to not only the ERP software, but how it will interface and integrate with other software currently in operation at the county. We also evaluated their network infrastructure and personnel relative to supporting a decentralized ERP system.

In these meetings, we are looking for areas that need to be defined as either critical, meaning they are drop dead issues, or problematic that the vendors (and the county) need to be aware of. For each municipal entity, these are different and have to do with your individual needs, environment, personnel, politics, legacy systems, new systems and infrastructure.

This stage lasted about a month and took approximately 70 hours, but Ottawa does not have utilities nor an airport as you do. Your smaller size would hopefully facilitate slightly shorter meetings, so the extra departments/functions could be accommodated in the same time expended at Ottawa County. I have also eliminated some additional work that was performed relative to strategic planning reflected in the 65 hours estimated below. The County would be responsible for scheduling these sessions and facilitating the meetings.

The second stage, the vendor demos, began about the first of December and went through January. This included interfacing with the three vendors, attending the sessions, taking notes for the upcoming RFP, and debriefing with the client after the demos. The total for this segment was about 85 hours. We could reduce that some by having County staff coordinate with the vendors and by eliminating followup.

These vendor educational meetings were extremely beneficial for the Ottawa staff in terms of their ability to understand and conceptualize how new software works. This entire process built excitement about new ways to work and often identified more productive ways to work together. In an older, more isolated, departmental environment, we often discover that communications has been absent or ineffective. This is reflected in the Plante Moran study as well, in that some departments didn't even know about available functions and services that others were utilizing.

In several instances at Ottawa County, we identified duplicative or obsolete functions that could immediately be eliminated. In addition, we identified about half a dozen significant (and previously unidentified) issues that Ottawa County will face during the acquisition and implementation of a new ERP system, all of which are critical to the success of a new system. In some cases, the county will have to make business decisions relative to existing custom software and legacy applications that still exist but cannot be integrated with contemporary software. New systems offer integration where it never existed before, but integration also brings with it a new set of challenges in terms of transition, as well as possibilities.

Phase	Estimated Hours	Cost
Needs Assessment and Identification of Challenges	65	\$8125
Educational Vendor Demos (3, one day each) plus departmental debriefing	60	7,500
Total	125	\$15,625

The good news is that you have no travel expenses associated with this work as I'm a Livingston County resident.

This is a process that builds into a final product. Not only do you define your needs and challenges, you also build a team that understands the needs of the organization as a whole. You learn what is possible and how to best achieve those possibilities within

your organization amid the challenges that every organization has and discovers. The goal is to prepare through this process so that there will be no ugly surprises down the road - no instances of "why didn't you tell me that?" or "I didn't know".

Hiring a consultant is a significant investment, as is visiting a specialty physician, but the cost of not hiring someone with experience can be much greater in many ways down the road. Your new system and processes should last you for the next 20 years. It should not only accommodate the unique needs of Livingston County, whatever they may be, but should also be flexible enough to enable you to move forward in a new landscape of budgetary change in Michigan.

Thanks for your consideration.

Roberta Estes

Roberta Estes
President, Information Access Strategies, Inc.