

# GENERAL GOVERNMENT and HEALTH & HUMAN SERVICES COMMITTEE

8/8/2011

304 E. Grand River Avenue, Howell, MI

7:30 PM

## AGENDA

1. **CALL MEETING TO ORDER**
  2. **APPROVAL OF MINUTES**  
Minutes dated: July 11, 2011
  3. **APPROVAL OF AGENDA**
  4. **REPORTS**  
Public Health Department - Accrediation Summary Presentation
  5. **CALL TO THE PUBLIC**
  6. **RESOLUTIONS FOR CONSIDERATION**
- 
- 07 **MSU Extension**  
RESOLUTION TO APPROVE THE TRANSFER OF FUNDS FROM THE REGULAR EMPLOYEE BUDGET LINE TO THE TEMPORARY EMPLOYEE BUDGET LINE FOR MSU EXTENSION – MSU Extension/General Government/Finance/Board
- 
- 08 **Michigan Works**  
RESOLUTION APPROVING AN ADDENDUM TO THE FY 2009 CONTRACT BETWEEN THE OAKLAND LIVINGSTON HUMAN SERVICES AGENCY AND LIVINGSTON COUNTY MICHIGAN WORKS! FOR THE MICHIGAN PRISONER RE-ENTRY INITIATIVE
- 
- 09 **LETS**  
RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND MDOT FOR THE EXPENDITURE OF FUNDS FOR PREVENTATIVE MAINTENANCE OF L.E.T.S. FACILITY, BUSES, AND EQUIPMENT - L.E.T.S. / General Government
- 
- 10 **LETS**  
RESOLUTION AUTHORIZING A NEW FIVE (5) YEAR MASTER AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND LIVINGSTON COUNTY - L.E.T.S. / General Government
- 
- 11 **Animal Control**  
RESOLUTION TO AUTHORIZE OUT OF STATE TRAINING TO ATTEND

THE LEVEL ONE ACADEMY IN CHICAGO, ILLINOIS ON SEPTEMBER 12-16, 2011 AS PRESENTED BY THE NATIONAL ANIMAL CONTROL ASSOCIATION - Animal Control/General Government/Finance/Board

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**12 Public Health**

RESOLUTION TO AMEND RESOLUTION 2007-08-205 AUTHORIZING A CONTRACT WITH JACKSON COUNTY TO PROVIDE MEDICAL DIRECTION TO THE JACKSON COUNTY HEALTH DEPARTMENT - Health/General Government/Finance/Board

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**13 Public Health**

RESOLUTION AUTHORIZING THE FILLING OF ONE (1) FULL-TIME PROGRAM CLERK II POSITION WITHIN THE DEPARTMENT OF PUBLIC HEALTH DUE TO THE VACANCY CREATED BY THE RETIREMENT OF ONE (1) FULL-TIME PROGRAM CLERK II - Health/General Government/Finance/Board

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**14 Public Health**

RESOLUTION AUTHORIZING OUT OF STATE TRAINING TO ATTEND THE CENTER FOR DOMESTIC PREPAREDNESS IN ANNISTON, ALABAMA - Public Health/General Government/Finance/Board

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**15 Public Health**

RESOLUTION TO AMEND RESOLUTION 2010-09-271 TO INCREASE THE ALLOCATION TO COMMUNITY MENTAL HEALTH TO PROVIDE INTENSIVE CASE MANAGEMENT - Public Health/General Government/Finance/Board

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**16 Public Health**

RESOLUTION AUTHORIZING THE CHAIR, BOARD OF COMMISSIONERS, TO PROVIDE A LETTER OF SUPPORT FOR THE COMMUNITY TRANSFORMATION GRANT FROM THE CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)- Public Health/General Government/Finance/Board

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**17. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

JULY 11, 2011 - 7:30 PM

ADMINISTRATION BUILDING - BOARD CHAMBERS  
304 E. Grand River Avenue, Howell, MI 48843

## GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

COMM. DOLAN     COMM. DRICK     COMM. LA BELLE     COMM. WILLIAMS

OTHERS:  
PAUL McNAMARA  
JEFF BOYD  
DOUG BRITZ  
KEVIN WILKINSON  
CINDY MENDOZA

COMM. MANTEY  
COMM. GRIFFITH  
COMM. VANHOUTEN  
ROBERTA BENNETT

COMM. JONES  
COMM. DOMAS

1. **CALL TO ORDER:** Meeting called to order by: **COMM. STEVE WILLIAMS at 7:37 PM.**
2. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED JUNE 13, 2011:**

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

3. **APPROVAL OF AGENDA:**

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

4. **REPORTS: None.**
5. **CALL TO THE PUBLIC: None.**
6. **RESOLUTIONS FOR CONSIDERATION.**

**7. L.E.T.S.: RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION FOR FEDERAL TRANSPORTATION ASSISTANCE**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DOLAN  
ALL IN FAVOR - MOTION PASSED**

**8. BOARD OF COMMISSIONERS: RESOLUTION AMENDING RESOLUTION 2006-10-341 TO MODIFY THE LIVINGSTON COUNTY TECHNOLOGY COMMITTEE AND AUTHORIZING MEMBER APPOINTMENTS**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED**

Paul McNamara gave brief history of committee and summary of new proposed committee working with other counties. Updating on storage, services and fiber - 31 services we can furnish without increasing size of IT.

**9. PURCHASING: RESOLUTION AUTHORIZING A TELECOMMUNICATIONS AUDIT**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED**

**10. PURCHASING: RESOLUTION AUTHORIZING THE PARTICIPATION OF AN EXTENDABLE CONTRACT WITH OFFICE DEPOT FOR OFFICE SUPPLIES**

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

**11. EMERGENCY MEDICAL SERVICES: RESOLUTION AUTHORIZING 10 EMERGENCY RESPONSE/FLEET VEHICLES**

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

Jeff Boyd, is trying to balance the books and put back the previous vehicles (that should have been sold/destroyed) back on the books. All vehicles that have been saved have a use.

**12. EMERGENCY MEDICAL SERVICES: RESOLUTION APPROVING THE CREATION OF 3 FULL TIME PARAMEDIC POSITIONS IN THE EMS DEPARTMENT**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: DOLAN / SECONDED BY: LA BELLE  
ALL IN FAVOR - MOTION PASSED**

Jeff Boyd reviewed charts and information located in the Board packet. He gave a summary of the proposed growth, changes in the area, higher medicaid areas, uninsured population. Reviewed his tracking of uninsured patients from Sept 2009 until present. Call volume is up need to meet demand so we need to increase staff. He will keep an eye on things and reduce staff if the need arises in the future if predictions are not met.

**13. ADJOURNMENT:**

**MOTION TO ADJOURN AT 8:40 PM.  
MOVED BY: DOLAN / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

**KELLI HAWORTH**  
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO APPROVE THE TRANSFER OF FUNDS FROM THE REGULAR EMPLOYEE BUDGET LINE TO THE TEMPORARY EMPLOYEE BUDGET LINE FOR MSU EXTENSION – MSU Extension/General Government/Finance/Board**

**WHEREAS,** the 2011 budget for MSU Extension included \$5,000 for a temporary employee to support the 4-H program; and

**WHEREAS,** by the end of July, a person working approximately two days a week has exhausted most of this budget amount; and

**WHEREAS,** the only county support staff person retired in February and was replaced with two half time employees. This resulted in a savings to the county of over \$26,000; and

**WHEREAS,** the MSU Extension would like to request a transfer of \$2,000 from the regular employee budget line to the temporary employee budget line so that we can continue to provide the extra support to the 4-H program; and

**WHEREAS,** the transfer will also allow us to continue the current employee at one day per week for the remainder of the calendar year to complete the necessary reporting and paperwork from the fair as well as the enrollments for the 2012 4-H programming year.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorize the transfer of funds from the regular employee budget line to the temporary employee budget line in the amount of \$2,000 for the continuation of temporary employee at MSU Extension.

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MOVED:  
SECONDED:  
CARRIED:

Date: July 29<sup>th</sup>, 2011  
To: General Government and Health & Human Services Committee  
From: Matt Shane, District Coordinator, MSU Extension *MS*  
RE: Continuation of temporary employee at MSU Extension

The 2011 budget for MSU Extension included \$5000 for a temporary employee to support the 4-H programming in Livingston County. We have had an individual working approximately 2 days per week during the year in this capacity. We will have exhausted most of this budget line by the end of July.

In addition MSU Extension had our only county support staff person retire at the end of February. This position was replaced with two half time employees. This shift in employment classification resulted in a savings to the county of over \$26,000.

I would like to request a transfer of \$2000 from the regular employee budget line to the temporary employee budget line so that we can continue to provide the extra support to the 4-H program. We would continue the current individual in that role at one day per week for the remainder of the calendar year. This will allow us to complete the necessary reporting and paperwork processing from the fair as well as the enrollments for the 2012 4-H programming year.



**District Office**

3700 E. Gull Lake Drive  
Hickory Corners, MI 49060

877-643-9887

Fax: 269-671-2409

[www.msue.msu.edu](http://www.msue.msu.edu)

Thank you for your consideration of this request.

Cc: Belinda Peters, County Administrator

RESOLUTION

NO.:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AMENDING RESOLUTION 2009-07-215 APPROVING AN ADDENDUM TO THE FY 2009 CONTRACT BETWEEN THE OAKLAND LIVINGSTON HUMAN SERVICES AGENCY AND LIVINGSTON COUNTY MICHIGAN WORKS! FOR THE MICHIGAN PRISONER RE-ENTRY INITIATIVE**

**WHEREAS,** The Michigan Prisoner Re-Entry Initiative is a statewide strategic approach to parolee services which seeks to deliver a seamless plan of services, support and supervision from the time a prisoner enters prison through their return to the community; and

**WHEREAS,** The Michigan Department of Corrections contracts with the Oakland Livingston Human Services Agency (OLHSA) to administer MPRI services in Oakland and Livingston Counties; and

**WHEREAS,** In accordance with MDOC policies, OLHSA issued a Request for Proposals for a variety of re-entry services to parolees; and

**WHEREAS,** Livingston County Michigan Works! was awarded a contract to deliver workforce development and adult education services for the period October 1, 2009 to September 30, 2010 to MPRI parolees in Livingston County, and;

**WHEREAS,** These services were delivered by two services providers under contract with Livingston County Michigan Works!, Ross IES and Community Mental Health Services of Livingston County; and

**WHEREAS,** Although we have been fully paid for our services, OLHSA is unable to receive reimbursement of Federal funds from the United States Department of Justice until the contract addendum is signed, retroactive from October 1, 2009 through September 30, 2010, for the MPRI program; and

**WHEREAS,** Civil Counsel has recommended that Livingston County Michigan Works ensure that all terms and conditions of the Addendum have been met; and

**WHEREAS,** Livingston County Michigan Works! has confirmed that terms and conditions of the Addendum have been met since they are similar to the conditions imposed by the United States Department of Labor; and

**WHEREAS,** Livingston County received other funding from the US Dept. of Justice during the same period and agreed to similar terms as a conditions of receiving those funds, and

**WHEREAS,** Livingston County Michigan Works! recommends that Contract Addendum be signed.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners approves the contract addendum with Oakland Livingston Human Services Agency for the period October 1, 2009 to September 30, 2010 for the Michigan Prisoner Re-entry initiative.

**BE IT FURTHER RESOLVED** that the Chair be authorized to sign said contract addendum

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**MOVED:**

**SECONDED:**

**CARRIED:**



**TO:** Board of Commissioners

**FROM:** Bill Sleight

**RE:** Contract Addendum – Michigan Prisoner Re-entry Initiative

**DATE:** July 26, 2011

The Michigan Prisoner Re-Entry Initiative is a statewide strategic approach to parolee services which seeks to deliver a seamless plan of services, support and supervision from the time a prisoner enters prison through their return to the community. The Oakland Livingston Human Services Agency (OLHSA) contracts with the Michigan Department of Corrections to deliver the MPRI program in Livingston and Oakland Counties. Since 2007, Livingston County Michigan Works! has provided workforce development services for MPRI participants through a contract with OLHSA.

On February 1, 2010 in Resolution 2010-02-055, the Livingston County Board of Commissioners approved the extension of a contract with Oakland Livingston Human Services Agency for the period October 1, 2009 to September 30, 2010 in the amount of \$35,000 for the delivery of workforce development services for the Michigan Prisoner Re-entry initiative. Later, in Resolution 2010-12-342 passed on December 20, 2010, an additional \$5,900 was approved for the contract. All contractual services were delivered by two services providers under contract with Livingston County Michigan Works!: Ross IES and Community Mental Health Services of Livingston County.

In mid July of 2011, OLHSA informed us that there was additional contract language they would like to place into the October 1, 2009-September 30, 2010 contract retroactive to October 1, 2009. Although MPRI is a state funded program, OLSHA received additional federal funding from the U.S. Dept. of Justice to enhance the program. These funds were passed on to us, but through an oversight, we were not informed of this until the summer of 2010. We have been fully paid for our services, but OLHSA says that they cannot be reimbursed unless a contract amendment incorporating these federally required provisions is executed. Livingston County Michigan Works requested review by Civil Council on the contract addendum and Counsel had appropriate concerns about signing a contract containing retroactive compliance provisions. Counsel recommended that completion of all required terms and conditions be confirmed before the contract addendum be signed. We have analyzed the compliance terms (see attached table) and can confirm that we have already complied with these terms as a condition of receiving Dept. of Labor funding, or that the provisions do not apply to us. Further, since the County received other Dept. of Justice funding during the period of the contract it already agreed to comply with these standard provisions as a condition of receiving those grants.

Attached is a resolution authorizing the Chair to sign the Contract Addendum as well as a copy of the actual Addendum.

<b>Contract Amendment Provisions</b>	<b>Compliance Verification</b>
<p>The sub- recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide</p>	<p>The US Dept. of Labor requires that we comply with their financial and administrative requirements, which are virtually identical to those of the Dept. of Justice.</p>
<p>The sub- recipient acknowledges that the failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.</p>	<p>The U.S. Dept. of Labor requires that we will comply fully with non-discrimination and equal opportunity provisions of the Civil Rights Act of 1964, and more than a dozen other Civil Rights laws. However, since the County receives other Dept. of Justice funds, it should already be in compliance with this requirement</p>
<p>The sub- recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.</p>	<p>We are already required to comply with OMB Circular A 133. The funds in question were included in the County's 2010 single audit.</p>
<p>Sub-recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.</p>	<p>The Workforce Investment Act contains similar restrictions. We are also required to comply with the Hatch Act, which prohibits the use of federal funds for lobbying purposes.</p>
<p>The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, sub grantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.</p>	<p>The U.S. Dept. of Labor has similar requirements, and both state and federal policy prescribe specific reporting requirements for fraud, abuse and misconduct. Also, since the County receives other Dept. of Justice funds, it is already obligated to follow DOJ fraud and abuse reporting requirements.</p>
<p>Sub-recipient understand and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or sub award to either the Association of Community for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.</p>	<p>While there are no similar restrictions in our US. Dept. of Labor grants, we have never contracted with ACORN.</p>
<p>As a condition of receiving grant funds, the grantee certifies that it has appropriate criminal background screening procedures in place, to the extent permitted by the state, local, federal law, to evaluate any employee, contractor, or volunteer working under this grant who is expected to have direct substantial contact with minor children. Direct substantial contact is defined as contact that is regular, continuous, and personal in nature.</p>	<p>All employees and contractors working on this project work with adults only. No one associated with this contract has direct substantial contact with minor children.</p>

<p style="text-align: center;"><b>Contract Amendment Provisions</b></p>	<p style="text-align: center;"><b>Compliance Verification</b></p>
<p>The sub- recipient agrees to comply with the appropriate organizational Cost Principles in one of the following:</p> <ul style="list-style-type: none"> <li>➤ 2 CFR Part 220 “Cost Principles for Educational Institutions” (codified at 28 CFR Part 66, by reference) (formerly known as OMB Circular A-21) or</li> <li>➤ 2 CFR Part 225 “Cost Principled for State, Local, and Indian Tribal Governments” (codified at 28 CFR Part 66, by reference) (formerly known as OMB Circular A-87) or</li> <li>➤ 2 CFR Part 230 “Cost Principles for Non-Profit Organizations” (formerly known as OMB Circular A-122).</li> </ul>	<p>We are already required by the U.S. Dept. of Labor to comply with these regulations.</p>
<p>No portion of these federal grants funds shall be used towards any part of the annual cash compensation of any employee of the grantee whose total cash compensation exceeds 110% of the maximum salary payable to a member of the Federal government’s Senior Executive Service at an agency with a Certified SES Performance Appraisal System for that year.</p>	<p>We are already required to comply with this salary limitation.</p>
<p>In accordance with Federal regulations, Assurance No 6 in the Standard Assurances, COPS Assurance No.8 B, or certain Federal grant program requirements, your organization might need to comply with an EEOP reporting requirement. However, if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the preparation and maintenance of an EEOP. Your organization’s EEOP requirement then, is simply to complete Section A of the Certification form to OCR. The Certification Form can be found at <a href="http://www.ojp.usdoj.gov/ocr/eeop.htm">http://www.ojp.usdoj.gov/ocr/eeop.htm</a>.</p>	<p>There are similar requirements associated with Dept. of Labor funds. However, since the County receives other Dept. of Justice funds, it should already be in compliance with this requirement.</p>
<p>In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, sex, your organization must submit a copy of the finding to OCR for review.</p>	<p>There are similar requirements associated with Dept. of Labor funds. However, since the County receives other Dept. of Justice funds, it is already required to report such findings.</p>

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND MDOT FOR THE EXPENDITURE OF FUNDS FOR PREVENTIVE MAINTENANCE OF L.E.T.S. FACILITY, BUSES, AND EQUIPMENT – L.E.T.S. / General Government**

**WHEREAS,** the Michigan Department of Transportation (MDOT) has issued a project authorization for the use of Federal Transit Administration (FTA) Section 5307 funds and MDOT capital funds for the purpose of preventive maintenance of L.E.T.S. facility, buses, and equipment; and

**WHEREAS,** the Chair of the Livingston County Board of Commissioners must sign the contract to use available FTA Section 5307 and MDOT capital funds for the purpose stated; and

**WHEREAS,** funds were budgeted in the amount of \$349,770 for Preventative Maintenance and has been awarded to L.E.T.S. from FY 2011 Federal Transit Grant # MI-90-X635 and MDOT project authorization 2007-0245/Z12 (project #114122); and

**WHEREAS,** following is the split of funds between the FTA's 80% (\$279,816) and MDOT's 20% (\$69,954)

**THEREFORE BE IT RESOLVED** that the Livingston county Board of Commissioners hereby approves the contract with MDOT, project authorization (#2007-0245-Z12 and project #114122) in an amount not to exceed \$349,770 awarded between the Federal Transit Administration 80% (\$279,816) grant # MI-90-X635 and MDOT's 20% (\$69,954) Project Authorization #2007-0245-Z12 for FY 2011 for preventative maintenance.

**BE IT FURTHER RESOLVED THAT** Livingston County board of commissioners hereby authorizes the Board Chair to sign the said contract upon approval of Mr. James Dunn Jr., transit attorney for LE.T.S.

# # #

MOVED:

SECONDED:

CARRIED:



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

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**3950 W. Grand River, Howell, MI 48855**  
**Phone 517-546-6600 Fax 517-546-5088**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, L.E.T.S. Director**  
**Date: July 27, 2011**  
**Re: RESOLUTION AUTHORIZING A CONTRACT  
(PROJECT AUTHORIZATION) BETWEEN THE  
LIVINGSTON COUNTY BOARD OF COMMISSIONERS  
AND MDOT FOR THE EXPENDITURE OF FUNDS FOR  
PREVENTIVE MAINTENANCE OF L.E.T.S. FACILITY,  
BUSES, AND EQUIPMENT – L.E.T.S./General Government**

Attached is a resolution for your consideration and approval to authorize a contract (Project Authorization #2007-0245-Z12, project #114122) between the Livingston County Board of Commissioners and the Michigan Department of Transportation for the purpose of preventive maintenance of L.E.T.S. facility, buses, and equipment.

The above Project authorization is to establish MDOT's 20% match of \$69,954 for Preventative Maintenance and 80% match from the FTA of \$279,816 in Federal Section 5307 funds that have been converted to preventative maintenance (Capital funds) for FY 2011. Total budgeted Preventative Maintenance for Fiscal Year 2011 is \$349,770.

Once approved by the Board, it will be necessary for the Board chair to sign this project authorization once approved as to form by James F. Dunn, transit attorney for L.E.T.S.

As always, thank you for your time and if you have any questions, please do not hesitate to contact me at your convenience at 540-8747.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING A NEW FIVE (5) YEAR MASTER AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND LIVINGSTON COUNTY – L.E.T.S. / General Government**

**WHEREAS,** Livingston County/L.E.T.S. meets the criteria to contract with the Michigan Department of Transportation for State and/or Federal funds for passenger transportation related services; and

**WHEREAS,** the five (5) year Master Agreement is the legal document outlining all terms and conditions of specific projects which are called “project authorizations” within the fiscal years of 2012 through 2016; and

**WHEREAS,** “Project Authorizations” will be individually brought before the Board of Commissioners for authorization/execution including the Board Chair signature during that five-year period and will describe either the capital project or operating expense that is available through MDOT for L.E.T.S.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the new five (5) year Master Agreement NO. #2012-0118 between Livingston County (L.E.T.S.) and the Michigan Department of Transportation for the fiscal years 2012 through 2016.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorize the Board Chair to sign said master agreement #2012-0118 and ensuing project authorizations relating to this master agreement as reviewed and approved by Mr. James Dunn, Legal Counsel for L.E.T.S.

# # #

MOVED:

SECONDED:

CARRIED:



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

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**3950 W. Grand River, Howell, MI 48855**  
**Phone 517-546-6600 Fax 517-546-5088**  
**Web Site: [co.livingston.mi.us/lets](http://co.livingston.mi.us/lets)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, Director**  
**Date: 7/26/2011**  
**Re: Resolution authorizing a new five (5) year Master Agreement**  
**between the Michigan Department of Transportation and**  
**Livingston County – L.E.T.S. / General Government**

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In 2002 MDOT required all transit agencies to enter into a Master Agreement which was the “boiler plate” for all requirement pertaining to applications and awards of monies. The agreement pertained to funds MDOT administered for the Federal Transit Administration and for funds MDOT administered for the State. The idea was to not have to print the 31 pages of “boiler plate” each time a contract was presented. The savings on paper costs, publishing time and mailing costs was enormous.

Further, with a Master Agreement the terms and conditions for all project authorizations is the same. No need to spend administrative and legal opinion hours on going through terms and conditions each time.

The previous Master Agreement ran from 2007 through 2011 and MDOT has forwarded the new draft agreement for the next five year period 2012 through 2016. LETS transit attorney (James Dunn) is in the process of approving this agreement and once approved by the full Board, I will present the contracts to the Board Chair for an authorizing signature.

If you have any questions regarding this matter please contact me directly at 517-540-7847 or extension 7847.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO AUTHORIZE OUT OF STATE TRAINING TO ATTEND THE LEVEL ONE ACADEMY IN CHICAGO, ILLINOIS ON SEPTEMBER 12-16, 2011 AS PRESENTED BY THE NATIONAL ANIMAL CONTROL ASSOCIATION**

**WHEREAS,** the National Animal Control Association presents training for Animal Control Officers throughout the United States however no sessions are scheduled for Michigan, and

**WHEREAS,** the Animal Control Director has not yet received the Level One Academy training from the National Animal Control Association, and

**WHEREAS,** Livingston County has received a credit for registrations of one Level One Academy Training course presented by the National Animal Control Association, and

**WHEREAS,** the Animal Control budget has sufficient funds to cover travel, lodging and meals.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners Authorizes Out of State Training for Debbie Oberle to attend the Level One Academy in Chicago, Illinois on September 12-16, 2011 as presented by the National Animal Control Association

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MOVED:

SECONDED:

CARRIED:





**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF PUBLIC HEALTH**

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

# Memorandum

**To: Livingston County Board of Commissioners**

**From: Ted Westmeier**

**Date: August 1, 2011**

**Re: Resolution to Authorize Out of State Training To Attend Level One  
Academy in Chicago, Illinois on September 12-16, 2011 as Presented by  
the National Animal Control Association**

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Livingston County has a credit for one registration to attend a Level One Academy presented by the National Animal Control Association. Debbie Oberle has not attended any formal training for Animal Control Enforcement since she assumed the position of Director of Animal Control. The most timely and closest training will occur in Chicago in September and I am requesting that she be given authorization to attend said training.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO AMEND RESOLUTION 2007-08-205 AUTHORIZING A CONTRACT WITH JACKSON COUNTY TO PROVIDE MEDICAL DIRECTION TO THE JACKSON COUNTY HEALTH DEPARTMENT – Public Health/General Government/Finance/Board**

**WHEREAS,** the Medical Director for the Department of Public Health is shared with Jackson County, each county sharing equally in total personnel costs, and

**WHEREAS,** the Medical Director works 24 hours weekly and is on call for 24/7 consultation, and

**WHEREAS,** the State of Michigan is now requiring each local health department serving less than 250,000 people have a minimum of 16 hours of Medical Direction, and

**WHEREAS,** the Jackson County Health Department is seeking approval to have two Medical Directors, each providing 8 hours of service weekly, one being the current Medical Director for the Livingston County Department of Public Health, and

**WHEREAS,** this will then allow for 16 hours of Medical Direction for Livingston County without increasing the total hours of employment for the current Medical Director.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners authorize amending the contract with Jackson County, authorized under Resolution 2007-08-205, to decrease the hours in Jackson County to 8 hours weekly with a corresponding reduction in reimbursement to \$40,000 annually, and

**BE IT FURTHER RESOLVED** that all other conditions of the contract remain the same, and

**BE IT STILL FURTHER RESOLVED** that the Chair of the Board of Commissioners be authorized to sign the above referenced amendment upon review and approval by Civil Counsel.

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MOVED:

SECONDED:

CARRIED:

DEPARTMENT OF COMMUNITY HEALTH  
OFFICE OF PUBLIC HEALTH ADMINISTRATOR  
LOCAL HEALTH PERSONNEL

Filed with the Secretary of State on May 2, 2011

These rules take effect immediately after filing with the Secretary of State unless adopted under sections 33, 44, or 45a(6) of 1969 PA 306. Rules adopted under these sections become effective 7 days after filing with the Secretary of State.

(By authority conferred on the director of public health by section 2495 of 1978 PA 368, MCL 333.2495.

R325.13001 and R325.13002 are amended and R 325.13004a is added to the Michigan Administrative Code as follows:

R 325.13001 Definitions.

Rule 1. As used in these rules:

(a) "Code" means 1978 PA 368, MCL 333.1101.

(b) "Health officer" means the administrative officer of a city, county, district, or associated health department who is appointed by the local governing entity or, in the case of a district health department, by the district board of health and who is responsible for the planning, implementation, and evaluation of a public health program designed to prevent disease and disability and to promote health. A health officer shall be a medical health officer or administrative health officer. If the health officer is not a physician, a medical director shall also be employed who is responsible to the health officer for medical decisions.

(c) "Local health department" means local health department as defined in section 1105 of the code.

(d) "Medical director" means a physician who qualifies as a medical health officer but who is employed by a local governing entity or, in the case of a district health department, by the district board of health to provide direction in the formulation of medical public health policy and program operation. A medical director shall be responsible for developing and carrying out medical policies, procedures, and standing orders and for advising the administrative health officer on matters related to medical specialty judgments.

(e) "Public health administrator" means a person who is responsible for developing and implementing good administrative practices and policies for a local health department and its programs.

(f) "Public health physician advisor" means a physician who is responsible for providing public health medical consultation and advice to persons serving under provisional or acting appointments as medical health officers, administrative health officers, or medical directors.

R 325.13002 Medical health officer; qualifications.

Rule 2. A medical health officer shall be a physician licensed in Michigan as an M.D. or D.O. who complies with 1 of the following requirements:

- (a) Is board certified in preventive medicine or public health.
- (b) Has an M.P.H. or M.S.P.H. degree and not less than 2 years of full-time public health practice.
- (c) Has an unexpired provisional appointment issued by the department under the authority of MCL 325.2495, provided the appointment was issued before the effective date of these rules.

R 325.13004a Medical director; requirements.

Rule 4a. A medical director shall comply with all of the following requirements:

- (a) Except as provided in subdivision (c) of this rule, a medical director shall devote his or her full time to the needs of a local health department.
- (b) For purposes of this rule, “full time” means 32 hours or more per week.
- (c) If a local health department serves a population of not more than 250,000 and cannot obtain full-time medical direction, the time may be reduced to not less than 16 hours per week. This exception does not apply if the medical director is covering 3 or more local health departments, even if the combined population served is not more than 250,000. Medical directors covering 3 or more local health departments must be full time, regardless of the total combined population.



STATE OF MICHIGAN  
DEPARTMENT OF COMMUNITY HEALTH  
LANSING

RICK SNYDER  
GOVERNOR

OLGA DAZZO  
DIRECTOR

July 13, 2011

Ted Westmeier, RS, MPH  
Health Officer  
Livingston County Department of Public Health  
2300 East Grand River, Suite #102  
Howell, Michigan 48843

Dear Mr. Westmeier:

The Michigan Department of Community Health has completed its review of your Plan of Organization. While our findings indicate your plan is thorough, concise, and provides a good summary of public health programs and services provided by your department, we were not able to approve the plan. As discussed during our June 6 accreditation visit to your health department, Michigan administrative rules require that your health department have a minimum of 16 hours medical direction per week.

The Plan of Organization describes the structural framework for the primary provision of public health services. The documents you submitted serve as verification that your local health department can carry out functions prescribed by law. The Plan of Organization, in conjunction with review under the Michigan Local Public Health Accreditation Program, assures the Michigan Department of Community Health that you possess the administrative capacity to perform your required duties and responsibilities.

We appreciate your efforts and commend you and your staff for the time and energy that produced this Plan of Organization. We hope your newly developed plan has utility for you, your staff, and your local governing entity and look forward to additional information from you regarding increased medical director coverage.

If you have any questions regarding this approval, please contact Local Health Services at 517-335-8024.

Sincerely,

Debra Scamarcia Tews, MA  
Accreditation and Quality Improvement Manager  
Public Health Administration

cc: Local Health Services



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF PUBLIC HEALTH**

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2300 E. Grand River, Howell, MI 48843  
Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Ted Westmeier**  
**Date: August 2, 2011**  
**Re: Resolution to Amend Resolution 2007-08-205**

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We currently share Medical Direction with Jackson County. The State of Michigan passed rules in May of this year requiring a minimum of 16 hours of Medical Direction per jurisdiction. The Jackson County Health Department is seeking Board approval to have two Medical Directors, each serving the Department 8 hours weekly. The current Medical Director will be one of those. This will allow the Medical Director to serve 8 hours in Jackson and 16 hours in Livingston, without having to increase his total work hours. The contract needs to be amended to revise both the work hours in Jackson and the corresponding reimbursement.

I am recommending that the board authorize amending the contract with Jackson County. I am attaching the revised rules for your review. If there are any questions or concerns do not hesitate to contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING THE FILLING OF ONE (1) FULL-TIME PROGRAM CLERK II POSITION WITHIN THE DEPARTMENT OF PUBLIC HEALTH DUE TO THE VACANCY CREATED BY THE RETIREMENT OF ONE (1) FULL-TIME PROGRAM CLERK II – Health/General Government/Finance/Board**

**WHEREAS,** the Department of Public Health will have a vacant full-time Program Clerk II position on November 14, 2011 due to a retirement, and

**WHEREAS,** the Department has determined the need to replace this position in order to maintain an acceptable level of service to the citizens we serve as well as meeting the minimum requirements mandated by our service delivery system, and

**WHEREAS,** funding for this position is approved and included in the 2011 operating budget and there is no change to the total number of approved positions, and

**WHEREAS,** due to staffing constraints and the need for adequate training, waiting to fill this position until retirement of the current employee will create a significant hardship on service delivery.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners hereby authorizes and approves the hiring of one (1) full-time Program Clerk II position in the Livingston County Department of Public Health no earlier than October 3, 2011.

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MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF PUBLIC HEALTH**

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**2300 E. Grand River, Howell, Michigan 48843**  
**Phone (517) 546-9850 Fax (517) 546-6995**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Ted Westmeier**  
**Date: August 3, 2011**  
**Re: RESOLUTION AUTHORIZING THE FILLING OF ONE (1) FULL-TIME PROGRAM CLERK POSITION**

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The Department of Public Health has received a retirement notice which will create a vacant Program Clerk II position. We will not be able to adequately function in the PPHS clinic without this position being filled. Our caseload in WIC has continued to increase and the demands placed upon us with our other mandated programs cannot be addressed if this position remains vacant.

We are not anticipating any significant payout when the current employee retires. In addition, considerable training is needed, especially in the Mi-WIC software program. We prefer to hire a replacement prior to the current employee retiring. This will significantly aid in training the new employee and assist us in maintaining service to our clients. Our target date for a new hire is no earlier than October 3, 2011, which is six weeks prior to the current employee's retirement date.

We have attached supporting documentation as requested. Should you have any questions or concerns, please do not hesitate to contact me.



**EMPLOYEE NAME:** Rose Malama  
**JOB TITLE:** Program Clerk II  
**POSITION ID#:** 221.601-015  
**EMPLOYEES SUPERVISED:** None  
**IMMEDIATE SUPERVISOR:** Jennifer Lavelle  
**TITLE OF IMMEDIATE SUPERVISOR:** Health Educator



**FLSA STATUS:** Non-Exempt – Administrative Support

**DEPARTMENT:** Public Health                      **LOCATION:** East Complex

**EFFECTIVE:** 01/01/10      **GRADE** F      **RANGE:** \$13.69 - \$17.34

**WORKERS COMP. CODE:** 9410

**SUMMARY OF POSITION:**

This class is responsible for clerical and clinical support for various public health programs.

**ESSENTIAL FUNCTIONS:**

1. Schedules appointments, gathers background information, responds to inquiries, and assists in the completion of various forms.
2. Calculates financial data to determine eligibility status of client.
3. Assists professional staff in a clinic setting by receiving clients, making referrals, providing client with information, and following established procedures and guidelines.
4. Performs various office duties to include preparing reports, entering data, and updating records.
5. Maintains inventory of supplies and materials.
6. 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 emergency activities and/or preparedness drills in the case of a county declared disaster or emergency.

**LICENSING or CERTIFICATIONS:**

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

**QUALIFICATIONS:**

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

**Knowledge of:**

- General office procedures;
- Basic math;
- Customer service principles;
- Basic clinical principles;

**Skill in:**

- Providing customer service;
- Operating a computer and applicable software applications;
- Providing clerical support;
- Providing clinical support;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**STAFF DEVELOPMENT/TRAINING:**

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

**WORKING CONDITIONS:****Physical Requirements:**

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

- May be exposed to hazardous materials found in a home, restaurant, or general office environment.
- Use of household cleaning products and disinfectants may be required.
- Work involves exposure to environmental conditions such as inclement weather conditions.

**CRITERIA FOR MERIT INCREASES:**

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

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

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**POSITION DESCRIPTION ESTABLISHED: 10/04**

**POSITION DESCRIPTION REVIEWED: 03/08**

# Livingston County Michigan Human Resources Policy Manual

<b>Section:</b> <b>Subject:</b>	<b>Vacancy Review</b>
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## A. POLICY

### 1. PURPOSE:

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

### 2. POLICY STATEMENT:

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

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

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

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

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

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

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

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

3. APPLICABILITY:

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

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

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

4. DEFINITIONS:

5. REFERENCE AND LEGAL AUTHORITY:

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

6. SEE ALSO:

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

7. SUPERSEDES:

8. APPROVED BY:

Personnel Committee: June 3, 2009  
Finance Committee: June 10, 2009  
Board of Commissioners: July 6, 2009

9. RESOLUTION: No. 2009-07-217

10. REVIEW HISTORY:

B. PROCEDURE:

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

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

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

## REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: **Ted Westmeier**

Title of Position to be Filled: **Program Clerk II** Salary: **\$27,757**

Annual Cost of Budgeted Position:  
**\$44,018**

Projected Cost for the next five years:  
**\$233,699**

New Position/Classification (Yes/No): **No**  
If No: **Rose Malama**

To Temporarily Replace an Employee who is on approved leave of absence: **No**  
Name of Employee on Leave:  
Date of Expected Return:

When did the position become vacant? **November 14, 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? **We are requesting that the position be filled prior to the retirement date in order to train the replacement position in WIC clerical functions. The new hire will need to be trained in the Mi-WIC application software.**

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job description. **This position will be primarily utilized in the WIC and PPHS Clinic Areas. Our clinics operate every weekday and this position is needed in order for the clinics to properly operate.**
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. **Some of our clinic operations are mandated by Act 368, PA 1978, the Michigan Public Health Code. These include Communicable Disease Control, Immunizations, and Sexually Transmitted Infection Control. WIC is not mandated however we are the only service provider in the County and our enrollment has increased dramatically over the past few years. In December 2006 WIC enrollees averaged 1544 and as of June 2011 the average is 2165.**
3. Budgeted department head count for the past five years:  
**Jan. 2006: 35.5 FT, 4.15 PT Jan. 2007: 34.5 FT, 3.4 PT: Jan. 2008: 33.5 FT, 2.8 PT; Jan. 2009: 28.2 FT, 3.05 PT; Jan. 2010 32.3 FTE's**

Please explain changes: **Budgetary Constraints resulted in the decrease for many years. The reclassification of frequently used temporary/casual staff resulted in a slight increase of part-time staff for 2011.**

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. **There are staff that can perform the functions of a Program Clerk II once trained, however we do not have sufficient staff to perform the necessary workload. Staff who work in the WIC Program need to be trained on the new web based Mi-WIC system.**
  
5. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring? **We do not have adequate personnel to reassign. This position is assigned to the PPHS clinic which operates Monday thru Friday.**
  
6. Specifically list three reasonable options if your request to replace a position is denied. **No reasonable options.**
  
  
  
  
  
  
  
  
  
  
7. What are the consequences of deferring the vacant position over the next several months and beyond? **With the current caseload and staffing needs, we will not be able to provide services to our clients as required/mandated by the WIC program and or by the other Public Health Code mandated programs.**
  
  
  
  
  
  
  
  
  
  
8. What budget saving measures has this department implemented? Have additional measures been identified? **We have reduced our workforce, shared positions with other county departments, shared positions with other counties, use of volunteers at the reception desk, utilization of unpaid interns, etc.**
  
  
  
  
  
  
  
  
  
  
9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire? **The department cannot decrease employees to cover the cost of this position.**



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. **Refer to organizational chart 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 work needs to be performed in our county.**
  
12. Explain what services can be provided by others, private sector or non-profit? **Unaware of any other agency that would be able to provide this scope of service in our county. Some of our services are mandated in the clinic and we are the sole provider of others such as WIC.**
  
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? **Not aware of any at this time. Any qualified person can apply but they would need training in the Mi-WIC software and other programs in the PPHS clinic.**
  
14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s). **This position would not be a good fit for a temporary employee due to the Mi-WIC software application and the need to use said system routinely to be effective and efficient. We also have other mandated programs for which this employee must have adequate knowledge, especially how they interact with our WIC clients.**
  
15. Has the use of part-time (less than 30 hours) employees been evaluated for feasibility and cost-effectiveness to accomplish the work? Please provide explanation(s). **We provide client services in the WIC program 4.5 days/week and clerical support is needed during these times. We do not feel that part-time employees will work in this circumstance. We utilize part-time employees in positions we feel are appropriate for part-time in order to reduce costs.**

16. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)? **No overtime is being worked in this area of the Department. There is some overtime in Environmental Health due to the weekend functions.**
  
17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s). **Yes, we always cross train staff when feasible. This is not a matter of staff not being able to perform the functions. The challenge is with having an adequate number of staff to perform those functions.**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING OUT OF STATE TRAINING TO ATTEND THE CENTER FOR DOMESTIC PREPAREDNESS IN ANNISTON, ALABAMA – Department of Public Health/General Government/Finance/Board**

**WHEREAS,** the Center for Domestic Preparedness provides excellent training in emergency response for Environmental Health, and

**WHEREAS,** Aaron Aumock, Sanitarian and Emergency Preparedness Associate and Don Hayduk, Public Health Emergency Preparedness Coordinator, applied to attend emergency response training at the Center of Domestic Preparedness, and

**WHEREAS,** both Aaron Aumock and Don Hayduk were accepted and will receive full scholarships including registration, transportation, lodging and meals while attending the training on September 25, 2011 through September 30, 2011.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners authorizes out of state training for Don Hayduk and Aaron Aumock to attend training at the Center for Domestic Preparedness in Anniston, Alabama on September 25, 2011 through September 30, 2011.

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MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF PUBLIC HEALTH**

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2300 E. Grand River Ave Ste 102, Howell, MI 48843

Phone Enter Phone Fax Enter FAX

Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)

## Memorandum

**To:** Livingston County Board of Commissioners  
**From:** Ted Westmeier  
**Date:** 07-19-11  
**Re:** Resolution Authorizing Out of State Training to Attend the Center for Domestic Preparedness in Anniston, Alabama

---

The Center for Domestic Preparedness provides specific training for Environmental Health regarding response to a variety of emergency incidents. The training has received excellent comments from other Environmental Health personnel throughout the state that have attended. Don Hayduk and Aaron Aumock applied and were accepted with all costs associated with the training covered, including registration, transportation, lodging and meals. I am requesting that the Board of Commissioners authorize out of state training for Don Hayduk and Aaron Aumock to attend the Center for Domestic Preparedness in Anniston, Alabama on September 25, 2011 through September 30, 2011.

Should you have any questions please contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO AMEND RESOLUTION 2010-09-271 TO INCREASE THE ALLOCATION TO COMMUNITY MENTAL HEALTH TO PROVIDE INTENSIVE CASE MANAGEMENT – Department of Public Health/General Government/Finance/Board**

**WHEREAS,** the Basic Needs Workgroup of the Human Services Collaborative Body (HSCB) has sought case management services for uninsured eligible residents with complex needs, and

**WHEREAS,** the Livingston Health Plan Advisory Committee and the Board of the Ingham Health Plan Corporation d/b/a Livingston Health Plan have authorized the Livingston County Department of Public Health (LCDPH) the additional payment of \$5,000 to reimburse Community Mental Health for providing Intensive Case Management for Livingston county residents with complex needs,, and

**WHEREAS,** Livingston County has authorized payment of \$30,000 to Community Mental Health for mental health services per Resolution 2010-09-271.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners authorizes an amendment to Resolution 2010-09-271 to increase the payment to Community Mental Health to \$35,000 for mental health counseling services through September, 30, 2011.

**BE IT FURTHER RESOLVED** that the Board Chairperson is authorized to sign an amended contract authorized in this resolution after review by County legal counsel.

# # #

MOVED:

SECONDED:

CARRIED:



# Memorandum

**To:** Livingston County Board of Commissioners  
**From:** Ted Westmeier  
**Date:** 07-19-11  
**Re:** Resolution to Amend Resolution 2010-09-271 to Increase the Allocation to  
Community Mental Health to Provide Intensive Case Management

---

The Department of Public Health contracts with the Ingham Health Plan Corporation d/b/a Livingston Health Plan which includes direct and subcontracted services. One of the subcontracted service providers is Community Mental Health. The Basic Needs Workgroup of the Human Services Collaborative Body (HSCB) recommended intensive case management services for residents with complex needs. A request for funding was made to the Livingston Health Plan Advisory Committee and the Board of the Ingham Health Plan Corporation d/b/a Livingston Health Plan. The Board of the Ingham Health Plan Corporation d/b/a Livingston Health Plan has authorized an additional \$5,000 be paid to Community Mental Health (CMH) for Intensive Case Management services for those uninsured, eligible residents with complex needs.

Therefore we are requesting that Resolution 2010-09-271 be amended to increase the CMH payment to \$35,000 through September 30, 2011.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING THE CHAIR, BOARD OF COMMISSIONERS, TO PROVIDE A LETTER OF SUPPORT FOR THE COMMUNITY TRANSFORMATION GRANT FROM THE CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC) – Department of Public Health / General Government / Finance / Board**

**WHEREAS,** the Michigan Department of Community Health (MDCH) applied for a Community Transformation Grant from the CDC, and

**WHEREAS,** if approved the grant will be awarded for a five year period with funding distributed to local health departments based on population, excluding those counties exceeding 500,000 population which are not covered, and

**WHEREAS,** the grant will concentrate on tobacco use, active living and healthful eating and clinical prevention services targeting high blood pressure and high cholesterol, and

**WHEREAS,** if MDCH is selected for funding a letter of support from the Chair of the Board of Commissioners must be submitted in early September.

**THEREFORE BE IT RESOLVED** that the Chair of the Board of Commissioners is authorized to provide a letter of support for the CDC Community Transformation Grant.

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MOVED:

SECONDED:

CARRIED:

## MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

June 22, 2011

Dear Local Health Official:

SUBJECT: Invitation to Join Cohort #3– 2012 Planning Grant for Community Transformation

The Michigan Department of Community Health plans to submit an application for a Community Transformation Grant (CTG) on behalf of 78 Michigan counties. The state health department cannot plan interventions in counties or cities with a population of 500,000 or more, as they are eligible to apply on their own for an award. This is a highly competitive application with funding from the U.S. Centers for Disease Control, authorized through the Patient Protection and Affordable Care Act. While only 75 awards will be made, the CDC received nearly 900 letters of intent to apply last week.

Successful grantees will be expected to support integration to implement, evaluate, and disseminate evidence-based community preventive health activities and strategies to reduce chronic disease rates, prevent the development of secondary conditions, address health disparities, and develop a stronger evidence base for effective prevention programming.

The focus of the grant is on policy development, systems change, and environmental changes in three strategic directions: 1) tobacco-free living, 2) active living and healthful eating, and 3) high impact quality clinical preventive services, especially including the prevention and control of high blood pressure and high cholesterol. The funding period is five years.

The measurable outcomes of the project must align with the following performance goals in the implementation areas: 1) Reduce by 5% death and disability due to tobacco use; 2) Reduce by 5% the rate of obesity through nutrition and physical activity interventions; and 3) Reduce by 5% the death and disability due to heart disease and stroke.

The application is due to CDC on July 15. We are working at a very fast pace to write a strong application that addresses each of these areas in a collaborative and integrated manner.

Several Chronic Disease Programs have collaborated for a number of years on the Building Healthy Communities (BHC) Project. The BHC project has a very similar framework as the Community Transformation grant for the first and second areas of focus above.

All eligible health departments will be funded at some point during the 5-year project period. **Your agency has been selected to receive a Planning Grant in Phase II which will begin in September 2012.** Agencies with Planning grants will move into the Implementation Phase during Year Three (September 2013). The funding amounts have not yet been determined but will be based on population. We will be able to share more once the intervention sites have been finalized.



Agencies receiving a Planning Grant must commit up to 16 hours per week of a coordinator's time, attendance at required trainings, and creation and/or maintenance of a CTG coalition in preparation of the Implementation Phase.

CDC is requiring that local workplans be very prescriptive; these will be quite challenging based on policy and environmental changes related to tobacco, nutrition and physical activity.

**If your agency is NOT interested in being included in this grant opportunity, please notify Kim Raiford at [raifordk@michigan.gov](mailto:raifordk@michigan.gov) by June 27<sup>th</sup>.**

If MDCH is selected for funding, a letter of support will be required from: 1) your local or district health department director; 2) the chair of your county board of commissioners; and 3) the chair of your board of health in the case of multi-district health departments. If the grant is awarded, these letters of support will be due in early September and should clearly demonstrate commitment to policy and environmental change activities that support healthy lifestyles.

More details about the Community Transformation Grant can be found at: <http://www.cdc.gov/communitytransformation>. Also, questions can be directed to Mikelle Robinson at (517) 335-8381 or [robinsonmik@michigan.gov](mailto:robinsonmik@michigan.gov). or to Rochelle Hurst at (517) 335-9811 or [hurstr@michigan.gov](mailto:hurstr@michigan.gov).

If successful, the award of this grant to Michigan will help to forge an efficient, integrative, and visionary approach to creating health and wellness among all Michigan residents. We very much hope that you will choose to be a part of this exciting population-based solution.

Sincerely,



Carol Callaghan, Director  
Division of Chronic Disease and Injury Control  
Michigan Department of Community Health



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF DEPARTMENT OF PUBLIC HEALTH**

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**Web Site:** [co.livingston.mi.us](http://co.livingston.mi.us)

# Memorandum

**To:** Livingston County Board of Commissioners  
**From:** Ted Westmeier  
**Date:** 07-19-11  
**Re:** Resolution Authorizing the Chair, Board of Commissioners, to Provide a  
Letter of Support for the Community Transformation Grant from the  
Centers for Disease Control and Prevention (CDC)

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The Michigan Department of Community Health (MDCH) has applied for a Community Transformation Grant (CTG) from the Centers for Disease Control and Prevention (CDC). The grant will include all local health departments serving populations less than 500,000. Counties or cities with greater than 500,000 must apply separately.

If the grant is awarded we will need a letter of support from the Chair of the Board of Commissioners in early September. Please refer to the letter from MDCH dated June 22, 2011 for additional information. Should you have any questions do not hesitate to contact me.