

# FINANCE COMMITTEE

8/10/2011

304 E. Grand River Avenue, Howell, Michigan 48843

7:30 AM

## AGENDA

1. **CALL MEETING TO ORDER**
  2. **ROLL CALL**
  3. **APPROVAL OF MINUTES**  
Minutes Dated: July 27, 2011  
Closed Session Minutes Dated: July 27, 2011
  4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
  5. **APPROVAL OF AGENDA**
  6. **REPORTS**
  7. **CALL TO THE PUBLIC**
  8. **RESOLUTIONS FOR CONSIDERATION:**
- 
- 09 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
- 
- 10 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
- 
- 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
- 
- 12 Information Technology**  
RESOLUTION TO APPROVE THE PROMOTION OF A HARDWARE TECHNICIAN TO FULL TIME NETWORK ASSISTANT GRADE K AND THE HIRING OF A FULL TIME HARDWARE TECHNICIAN IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO FILL A VACANT POSITION AT THE HIRE RATE OF GRADE J. - INFORMATION TECHNOLOGY/GENERAL GOVERNMENT/FINANCE
-

- 13 Prosecutor**  
RESOLUTION TO AUTHORIZE A COOPERATIVE REIMBURSEMENT CONTRACT AMENDMENT FOR FISCAL YEAR 2012 WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES AND THE FAMILY SUPPORT DIVISION OF THE PROSECUTORS OFFICE - Family Support / Prosecutor
- 
- 14 Friend of the Court**  
RESOLUTION APPROVING THE FILLING OF A VACANT FULL TIME CLERK POSITION IN THE FRIEND OF THE COURT OFFICE
- 
- 15 Juvenile Court**  
RESOLUTION AUTHORIZING SUBMISSION OF THE AMENDED 2010/2011 CHILD CARE FUND BUDGET - 44th Circuit Court, Family Division - Juvenile Unit
- 
- 16 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
- 
- 17 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
- 
- 18 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
- 
- 19 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
- 
- 20 Public Health**  
RESOLUTION AUTHORIZING OUT OF STATE TRAINING TO ATTEND THE CENTER FOR DOMESTIC PREPAREDNESS IN ANNISTON, ALABAMA - Public Health/General Government/Finance/Board
- 
- 21 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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- 22**      **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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- 23.**      **MISCELLANEOUS CLAIMS**  
**24.**      **COMPUTER PRINTOUT (attached)**  
**25.**      **ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

JULY 27, 2011

ADMINISTRATION BUILDING - CONFERENCE ROOM 1

304 E. Grand River Avenue, Howell, MI 48843

## FINANCE COMMITTEE

COMM. DENNIS DOLAN  
 COMM. DAVID DOMAS  
 COMM. JAY DRICK

COMM. CAROL GRIFFITH  
 COMM. MAGGIE JONES  
 COMM. JACK LA BELLE - FINANCE CHAIR

COMM. JIM MANTEY  
 COMM. RON VAN HOUTEN  
 COMM. STEVE WILLIAMS

OTHERS:  
SALLY REYNOLDS  
JIM ROWELL  
DON ARBIC  
GORDON WEBB

BOB SMITH  
JORDON GENSO  
ROBERTA BENNETT  
KATHY IGNATOWSKI

DIANE BOCKAUSEN  
JAMIE PALMER  
JENNIFER PALMBOS  
DEBORAH DRICK

1. **CALL TO ORDER:** Meeting called to order by **COMM. JACK LA BELLE** at **7:40 AM**.
2. **ROLL CALL.**
3. **APPROVAL OF MINUTES: OPEN & CLOSED SESSION MINUTES DATED JULY 13, 2011:**

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

4. **APPROVAL OF AGENDA:**

**MOTION TO APPROVE THE AGENDA, AS MODIFIED: ADDITION OF  
FREDDIE MAC / FANNIE MAE DISCUSSION ITEM.**  
**MOVED BY: DOMAS / SECONDED BY: WILLIAMS**  
**ALL IN FAVOR - MOTION PASSED**

5. **DISCUSSION ITEM: FREDDIE MAC / FANNIE MAE - TRANSFER TAX LITIGATION**

- Commissioner La Belle advised Members of his discussions with Civil Counsel regarding a possible litigation involving the Freddie Mac / Fannie Mae / Transfer Tax situation.
- Cohl Stoker answered his concerns, however, advised that relief would have to be found through the court system.

- Discussion took place regarding the topic and cap loss of \$10,000.
- Comm. La Belle recommended the Register of Deeds look into the numbers involved and the Board dedicate itself to finding the resources to send to Cohl, Stoker & Toskey for commencement of legal action, with a loss cap of \$10,000.

**MOTION TO INSTRUCT COHL, STOKER & TOSKEY TO COMMENCE LITIGATION AGAINST FREDDIE  
MAC / FANNIE MAE, ON BEHALF OF THE COUNTY, WITH A CAP LOSS OF \$10,000**  
**MOVED BY: DOMAS / SECONDED BY: WILLIAMS**  
**ALL IN FAVOR - MOTION PASSED**

**6. REPORTS: None.**

**7. CALL TO THE PUBLIC: JORDON GENSO - DEMOCRATIC CHAIRMAN:** Need to determine whether we could join the other counties at a later date if we chose not to at this time.

**8. RESOLUTIONS FOR CONSIDERATION.**

**9. PROSECUTOR: RESOLUTION AUTHORIZING SUPERVISING ATTORNEY TO ATTEND OUT-OF-STATE TRAINING SEMINAR / DENVER, COLORADO**

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

**10. BUILDING INSPECTION: RESOLUTION AUTHORIZING THE CREATION OF A PART-TIME BUILDING INSPECTOR POSITION**

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

**11. COUNTY CLERK: RESOLUTION APPROVING PERSONNEL REPLACEMENT IN THE COUNTY CLERK'S OFFICE**

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

**12. COMMUNITY CORRECTIONS: RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR APPROPRIATIONS FOR FISCAL YEAR 2012**

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

13. **COMMUNITY CORRECTIONS: RESOLUTION AUTHORIZING AN AGREEMENT WITH KATHY HITTLE TO PROVIDE COGNITIVE BEHAVIORAL THERAPY IN THE FORM OF MORAL RECONATION THERAPY (MRT) SERVICES**

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

14. **COMMUNITY CORRECTIONS: RESOLUTION TO ENTER INTO AN AGREEMENT WITH HOUSE ARREST FOR ELECTRONIC MONITORING SERVICES**

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

15. **HUMAN RESOURCES: RESOLUTION TO ADOPT PARTICIPATION AGREEMENTS FOR THE RETIREE HEALTH CARE SAVINGS PROGRAM FOR LCDSA DEPUTIES, CORRECTIONS OFFICERS AND DETECTIVES**

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

16. **HUMAN RESOURCES: RESOLUTION TO ADOPT PARTICIPATION AGREEMENTS FOR THE RETIREE HEALTH CARE SAVINGS PROGRAM FOR MAP LIEUTENANTS**

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

17. **HUMAN RESOURCES: RESOLUTION TO AMEND THE MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN DEFINED BENEFIT RETIREMENT PLAN FOR LCDSA DEPUTIES, CORRECTIONS OFFICERS AND DETECTIVES**

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

18. **HUMAN RESOURCES: RESOLUTION TO AMEND THE MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN DEFINED BENEFIT RETIREMENT PLAN FOR MAP LIEUTENANTS**

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

**19. HUMAN RESOURCES: RESOLUTION TO APPROVE CONTRACT WITH THE UNUM GROUP FOR LIFE, SHORT AND LONG-TERM DISABILITY INSURANCES AND ADD SELECT EMPLOYEE ELECTIVE BENEFITS**

**RECOMMEND MOTION TO THE: BOARD**  
**MOVED BY: DRICK / SECONDED BY: VAN HOUTEN**  
**ALL IN FAVOR - MOTION PASSED**

Comm. La Belle stated that Human Resources should be recognized for their good work

**20. HUMAN RESOURCES: RESOLUTION TO CERTIFY OFFICER AND ALTERNATE OFFICER DELEGATES AND EMPLOYEE DELEGATE TO THE MUNICIPAL EMPLOYEE RETIREMENT SERVICES ANNUAL MEETING 2011**

**RECOMMEND MOTION TO THE: BOARD**  
**MOVED BY: VAN HOUTEN / SECONDED BY: JONES**  
**ALL IN FAVOR - MOTION PASSED**

**21. HUMAN RESOURCES: RESOLUTION TO OPPOSE MANDATED PUBLIC EMPLOYEE CONTRIBUTIONS ON LOCAL UNITS OF GOVERNMENT**

**RECOMMEND MOTION TO THE: BOARD**  
**MOVED BY: WILLIAMS / SECONDED BY: DOMAS**

**MOTION TO TABLE RESOLUTION.**  
**MOVED BY: DRICK / SECONDED BY: JONES**  
**ALL IN FAVOR - MOTION PASSED**

**22. HUMAN RESOURCES: RESOLUTION TO AMEND THE AGREEMENT WITH NATIONWIDE RETIREMENT SERVICES FOR SECTION 457 DEFERRED COMPENSATION PLAN ALLOWING ROTH POST TAX CONTRIBUTIONS**

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

**23. CENTRAL DISPATCH: RESOLUTION AUTHORIZING CONVERSION OF VHF PAGING INFRASTRUCTURE TO AN EIGHT SITE SIMULCAST SYSTEM**

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

**24. MISCELLANEOUS CLAIMS**

**MOTION TO APPROVE THE MISCELLANEOUS CLAIMS DATED JULY 27, 2011,  
EXCLUDING CLAIM #572.**

**Moved BY: DRICK / SECONDED BY: DOLAN**

**ALL IN FAVOR - MOTION PASSED**

**25. COMPUTER PRINTOUT**

**MOTION TO APPROVE THE 33-PAGE COMPUTER PRINTOUT DATED JULY 27, 2011, IN THE  
AMOUNT OF \$724,565.89, EXCLUDING CLAIM #572.**

**Moved BY: VAN HOUTEN / SECONDED BY: DRICK**

**ALL IN FAVOR - MOTION PASSED**

**MOTION TO RE-OPEN AGENDA TO MOVE INTO CLOSED SESSION FOR DISCUSSION OF  
CLOSED SESSION MINUTES DATED JULY 13, 2011.**

**Moved BY: DRICK / SECONDED BY: JONES**

**ALL IN FAVOR - MOTION PASSED**

**RETURN TO OPEN SESSION AT: 9:02 AM**

**26. ADJOURNMENT:**

**MOTION TO ADJOURN AT 9:05 AM**

**Moved BY: JONES / SECONDED BY: GRIFFITH**

**ALL IN FAVOR - MOTION PASSED**

**DONNA WHITE**  
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 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.

**BE IT FURTHER RESOLVED THAT** the cost for the training, lodging, County vehicle costs, and food is not to exceed Eight Hundred Dollars (\$800) and is included in the Animal Control 2011 Budget.

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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 APPROVE THE PROMOTION OF A HARDWARE TECHNICIAN TO FULL TIME NETWORK ASSISTANT GRADE K AND THE HIRING OF A FULL TIME HARDWARE TECHNICIAN IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO FILL A VACANT POSITION AT THE HIRE RATE OF GRADE J - Information Technology / General Government / Finance Committee**

**WHEREAS,** It is essential that the vacant position of Network Assistant be filled to enable Livingston County to fully support, maintain, and update the current and future Network Equipment used in Livingston County; and

**WHEREAS,** the department currently has two full time Hardware Technician either one of which can be promoted to fill the Network Assistants position; and

**WHEREAS,** promotion of a Hardware Technician to fill the Network Assistant position will cause a vacancy in the Hardware Technician staff; and

**WHEREAS,** the department currently maintains over 550 computers and provides IT services to all County departments, Handy Township and LESA; and

**WHEREAS,** a reduction in staff will cause serious problems in supplying those services; and

**WHEREAS,** an exception to the hiring freeze for both the Network Assistant and Hardware Technician position has been approved by the General Government Committee; and

**WHEREAS,** funding for same is available in the Information Technology Budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Livingston County Information Technology department to hire a full time Network Assistant to fill the position that is now vacant at the rate of Grade J and fill a full time Hardware Technician position at a rate of K that becomes vacant due to internal departmental reorganization.

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**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**

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**304 E. Grand River Ave., Suite 101**  
**Phone 517 548-3230 Fax 517 545-9608**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**

**From: Paul McNamara**

**Date: 8/9/2011**

**Re: APPROVAL FOR THE PROMOTION OF A HARDWARE  
TECHNICIAN TO FULL TIME NETWORK ASSISTANT GRADE K  
AND THE HIRING OF A FULL TIME HARDWARE TECHNICIAN  
GRADE J.**

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Attached for your approval is a Resolution to promote one of our hardware technicians to full time network assistant, and hire a full time hardware technician to fill the vacancy of the hardware technician.

As you are aware due to the loss of Paul Yambrick, who was one of our network assistants, we are asking to have a vacant position filled. We would like to offer Paul's position to our existing two hardware technicians, therefore leaving one of our hardware technician positions vacant. It is essential that the vacant position of Network Assistant be filled to enable Livingston County to fully support, maintain, and update the current and future Network Equipment used in Livingston County.

The Livingston County Information Technology Department is currently maintaining over 550 computers and provides IT service to all County departments as well as Handy Township and the Livingston Educational Services Agency. And we may have the opportunity to even broaden our services to even more agencies and CTV within the County in the future. Therefore keeping these positions filled is very important for Livingston County.

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

# 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: Paul McNamara, IT Director

Title of Position to be Filled: Network Assistant                      Salary: \$43,806

Annual Cost of Budgeted Position: \$64,994

Projected Cost for the next five years: \$324,971.24

New Position/Classification (Yes/No): No

If No: Name of Employee Last Occupying this Position

Paul Yambrick

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

Name of Employee on Leave:

Date of Expected Return:

When did the position become vacant? 8/8/11

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 network assistant is responsible for all network upgrades to hardware (servers, switches and routers) and applications. The network assistant's virtualization duties include preparing recovery and disaster recovery procedures for the primary and secondary data centers. Additionally this network assistant is responsible for the maintenance of the AS/400 server network in the West Complex.

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.

While not mandatory in the sense of State legislation it is fairly obvious why we need a network assistant to maintain the network, workstations and servers in the County's law center.

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

Jan., 2007: 17      Jan., 2008: 16      Jan., 2009: 16      Jan., 2010: 16  
Jan., 2011: 14

Please explain changes:

We have lost developers that we have been unable to replace. Our salary range for developers is significantly below industry standards and no one responds to our advertisements. Additionally we have had staff members take early retirement.

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 skill set for the vacant includes not only the highly technical virtualization of the County's duplicate data center but all work on the law systems AS/400. The AS/400 requires knowledge of proprietary command line instructions and code that is not standard training for network assistants.

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?

All department technicians (Network Assistants and Hardware Technicians) are currently working 40 hour weeks to complete projects assigned to their areas of expertise and respond to help desk calls. Spreading the 40 hours of the vacant position over the remaining three technicians makes an impossible 53.3 hour week.

6. Specifically list three reasonable options if your request to replace a position is denied.
  1. Hire contract technician from a vendor.
  2. Hire two part time employees
  3. Work an overtime schedule with the remaining technicians.

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

Over the next several months we have several large projects that are being implemented. Any delay in filling this position will have a negative effect on these projects and our response to department help desk requests.

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

1. Virtualization of 60 servers in the County system has saved us \$120,000 over a three year period.

2. Fiber line from east campus to Intermodal building has saved us \$430,000 over a 5 year period.

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 doesn't have any positions to give up we will need to drop programs.

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

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

The work done by this network assistant on the Law Complex AS/400 requires that the assistant be hands on, it is not a system that lends itself to remote access.

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

IT has in the past hired contract technicians. The current rate for a contract technician is \$40 per hour. At 40 hours per week for 50 weeks we would be paying \$83,200 for a contract technician to fill 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?

NO

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

I am concerned about the hourly rate we offer for this position as it is. Trying to attract quality technicians to a temporary situation at a low rate of pay will not have positive results. Temporary employees tend to move around a lot and we will be investing a significant amount of time in teaching our system to multiple temps. Multiple temporary employees also have limitations based on security clearances.

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).

Similar to the last question, the quality of the technicians that will be attracted to a part-time no benefits position will be entry level technicians. I imagine that most of our applicants will be like the few developers that we had apply who were mostly from Russia. We have used part time employees in the past, one stayed all of one day before he received a better offer and left and another was here for under a month.

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, the current staff is working a full 40 hour week. Working the current technicians in an overtime scenario would cost us \$83,775 or approximately \$21,668 more than hiring a full time technician.

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

All IT staff members are cross-trained. However, each technician has a specific area assigned to them which occupies 60% of their time, sometimes more. They usually work together on design and implementation planning of system improvements and then the technician assigned to the specific upgrade does the work. Once complete the technician reports back to the team and a knowledge transfer class is scheduled to bring the entire staff up to speed on the new system.



# 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:

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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.
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- 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:

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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: Paul McNamara, IT Director

Title of Position to be Filled: Hardware Technician

Salary: \$41,186

Annual Cost of Budgeted Position: \$61,107

Projected Cost for the next five years: \$305,535

New Position/Classification (Yes/No): No

If No: Name of Employee Last Occupying this Position

Mike Huard

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

Name of Employee on Leave:

Date of Expected Return:

When did the position become vacant? 8/8/11

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 hardware technician is responsible for all hardware installs (desktops, laptops and servers), upgrades to hardware and virtualization. The technician's virtualization duties include preparing recovery and disaster recovery procedures for the primary and secondary data centers.

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.

While not mandatory in the sense of State legislation it is fairly obvious why we need a hardware technician to maintain the 550 plus workstations and servers in the County system.

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

Jan., 2007: 17      Jan., 2008: 16      Jan., 2009: 16      Jan., 2010: 16  
Jan., 2011: 14

Please explain changes:

We have lost developers that we have been unable to replace. Our salary range for developers is significantly below industry standards and no one responds to our advertisements. Additionally we have had staff members take early retirement.

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 skill set for the vacant position has been expanded to cover virtualization of all County servers and workstations. Learning and performing the techniques for virtualization is new to the industry and requires special training which not all technicians have today.

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?

All department technicians are currently working 40 hour weeks to complete projects assigned to their areas of expertise and respond to help desk calls. Spreading the 40 hours of the vacant position over the remaining three technicians makes an impossible 53.3 hour week.

6. Specifically list three reasonable options if your request to replace a position is denied.
  1. Hire contract technician from a vendor.
  2. Hire two part time employees
  3. Work an overtime schedule with the remaining technicians.

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

Over the next several months we have several large projects that are being implemented. Any delay in filling this position will have a negative effect on these projects and our response to department help desk requests.

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

1. Virtualization of 60 servers in the County system has saved us \$120,000 over a three year period.

2. Fiber line from east campus to Intermodal building has saved us \$430,000 over a 5 year period.

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 doesn't have any positions to give up we will need to drop programs.

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

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

The work done by the hardware technician is hands on work and requires the technician to be on site. Unless we had a mutual services agreement with an adjacent county or local government unit we could not share this work. In addition we are currently supplying IT services to LESA and Handy Township and we are in discussions with both Brighton and Hartland Townships about IT services.

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

IT has in the past hired contract technicians. The current rate for a contract technician is \$40 per hour. At 40 hours per week for 50 weeks we would be paying \$83,200 for a contract technician to fill 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?

NO

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

I am concerned about the hourly rate we offer for this position as it is. Trying to attract quality technicians to a temporary situation at a low rate of pay will not have positive results. Temporary employees tend to move around a lot and we will be investing a significant amount of time in teaching our system to multiple temps. Multiple temporary employees also have limitations based on security clearances.

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).

Similar to the last question, the quality of the technicians that will be attracted to a part-time no benefits position will be entry level technicians. I imagine that most of our applicants will be like the few developers that we had apply who were mostly from Russia. We have used part time employees in the past, one stayed all of one day before he received a better offer and left and another was here for under a month.

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, the current staff is working a full 40 hour week. Working the current technicians in an overtime scenario would cost us \$83,775 or approximately \$21,668 more than hiring a full time technician.

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

All IT staff members are cross-trained. However, each technician has a specific area assigned to them which occupies 60% of their time, sometimes more. They usually work together on design and implementation planning of system improvements and then the technician assigned to the specific upgrade does the work. Once complete the technician reports back to the team and a knowledge transfer class is scheduled to bring the entire staff up to speed on the new system.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO AUTHORIZE A COOPERATIVE REIMBURSEMENT CONTRACT  
AMENDMENT FOR FISCAL YEAR 2012 WITH THE MICHIGAN DEPARTMENT OF HUMAN  
SERVICES AND THE FAMILY SUPPORT DIVISION OF THE PROSECUTORS OFFICE –  
Family Support /Public Safety Committee / Finance Committee**

**WHEREAS,** the Livingston County Board of Commissioners approved by Resolution No. 2009-07-204 dated July 6, 2009, the 2012 Cooperative Reimbursement Contract between the Michigan Department of Human Services and the Family Support Division of the Prosecutors Office; and

**WHEREAS,** the Cooperative Reimbursement contract for 2012 needs to be amended each fiscal year period beginning October 1, 2011 through September 30, 2012; and

**WHEREAS,** the State of Michigan has mandated that all contracts for this program coincide with the time frame for the State fiscal year; and

**WHEREAS,** an amendment for 2012 is desirable for the purpose of securing appropriate funding for costs incurred in operating the Family Support Division's program during fiscal year 2012.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners approves the application for and resulting 2012 Cooperative Reimbursement Contract amendment with the Department of Human Services for the Family Support Division Cooperative Reimbursement Program with the grant period being October 1, 2010, through September 30, 2011, in the amount of \$284,610.00 with the Michigan Department of Human Services paying \$187,842.00 or approximately 66% of such amount and the County of Livingston funding the balance of \$96,767.40 or approximately 34%.

**BE IT FURTHER RESOLVED** that the chair of the Livingston County Board of Commissioners is authorized to sign the 2012 Cooperative Reimbursement Contract amendment and any future amendments upon review of civil counsel.

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**MOVED:**

**SECONDED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF PROSECUTORS OFFICE**

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**210 S. Highlander Way**  
**Phone 546-1850 Fax 546-0728**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: David L. Morse**  
**Date: August 4, 2011**  
**Re: FY 2012 State Budget for the Family Support Division**

The contract for the Family Support division expires September 30, 2011. The contract is between the Department of Human Services and the county. It is a fiscal year contract that runs from October 1, 2011 through September 30, 2012.

Our current contract is for \$268,500.00. Our proposed FY 2012 contract is for \$284,610.00.

This contract and its renewal is a standard procedure occurring every year. The state will continue in fiscal year 2012 to contribute 66% of the budget for the Family Support Division of the Prosecutor's Office. The new cost to the county for making this change will be \$96,767.40 or an increase of \$5,477.40.

Thank you for your assistance and cooperation in scheduling this issue before the appropriate committees and the Board of Commissioners.

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



RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION APPROVING THE FILLING OF A VACANT FULL TIME CLERK 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 Clerk position; and

**WHEREAS,** this Clerk position was vacated by a current FOC employee, Christaanne Campbell, who applied and was selected for the vacant Caseworker position that was approved to be filled by this Board on July 18, 2011 under Resolution 2011-07-203.

**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 Clerk 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 Clerk position in the Friend of the Court Office.

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MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**FRIEND OF THE COURT**

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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: 08/02/2011**  
**Re: RESOLUTION APPROVING THE FILLING OF A VACANT FULL TIME CLERK  
POSITION IN THE FRIEND OF THE COURT OFFICE**

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Friend of the Court Clerk, Christaanne Campbell, applied and was selected for the Caseworker position that was vacated July 15, 2011 by Darlene Belcher who retired. The Caseworker position was approved to be filled by this Board on July 18, 2011 under Resolution No. 2011-07-203. This will create a vacant Clerk position in the Friend of the Court Office.

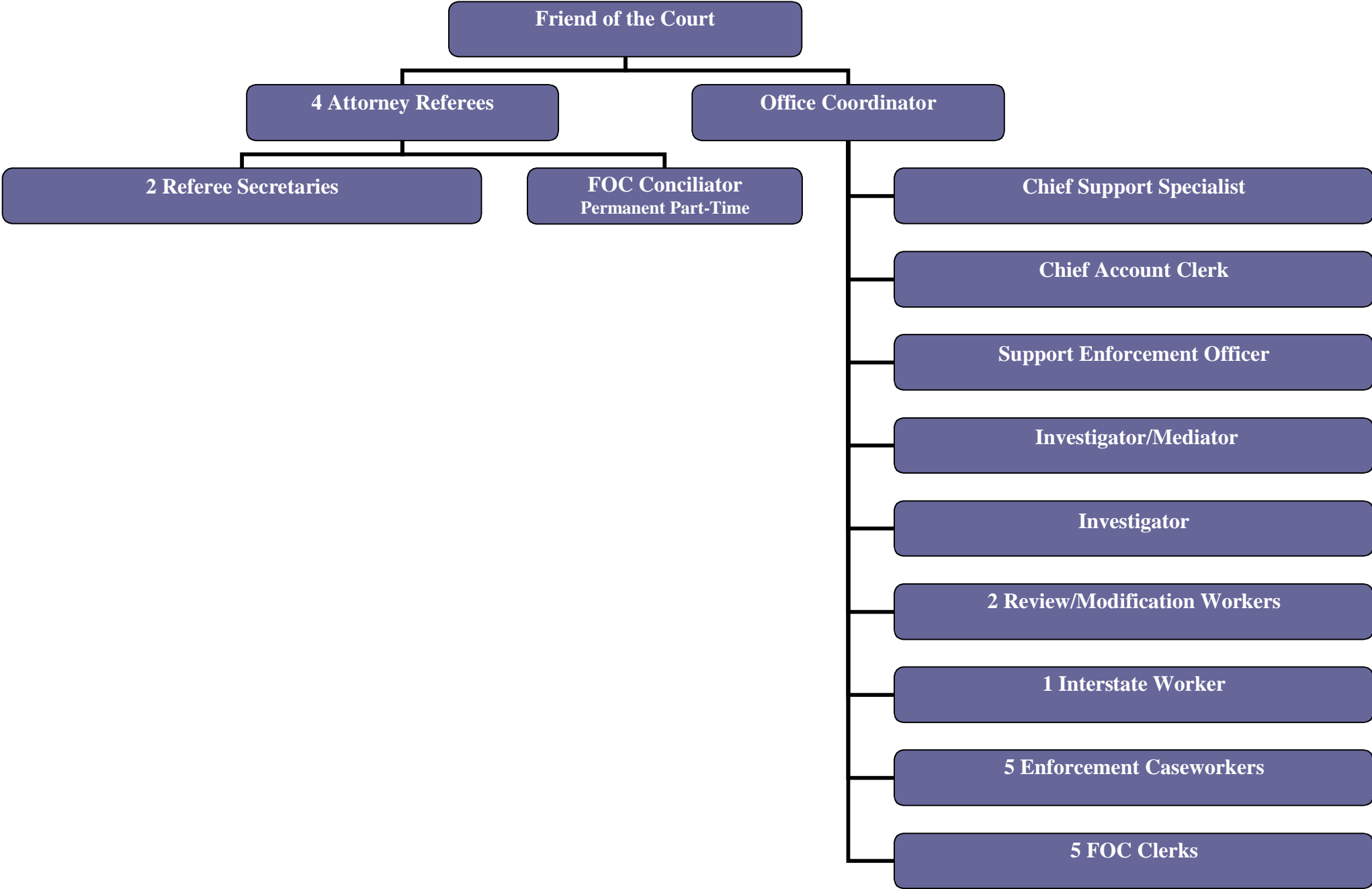
The position of Clerk is responsible for child support enforcement and 66% of salary and benefits is reimbursed through the Cooperative Reimbursement Program through the Michigan Department of Human Services and the Federal Office of Child Support. It is critical to the effective operation of the Friend 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



## **REQUEST FOR EXCEPTION TO THE HIRING FREEZE**

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

**Title of Position to be Filled:** FOC Clerk

**Salary:** \$28,469 - \$34,001

**Annual Cost of Budgeted Position:** \$46,469 - \$52,001. 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: \$15,800 - \$17,680.

**Projected Cost for the next five years:** Approximately, \$82,500

**New Position/Classification (No)**

**If No: Name of Employee Last Occupying this Position:** Christaanne Campbell

**When did the position become vacant?** July 11, 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 FOC Clerk assists Caseworkers and FOC staff in enforcing 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 to assist staff in collecting financial and other information which is used to prepare reports with recommendations regarding child support and other matters; assisting staff in monitoring cases for compliance with court orders; responding to inquiries via telephone and in person related to FOC issues and concerns.

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

Mandated 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.

- 3. 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, we were granted funding for an additional Attorney Referee position.

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

Yes, this position performs mandated duties as outlined in #2. Due to the security safeguards required by the Michigan Child Support Enforcement System (MiCSES), it would not be possible to assign other staff on a permanent basis to perform these essential functions.

**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?**

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.

**6. 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 reluctant “option” would be to reduce contact with clients and become more automated in responding to inquiries.

**7. 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. 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.

**8. 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.

**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 cost of this position is 34% of salary and benefits. We operate at a high cost effectiveness ratio and would not be able to perform at that level without adequate personnel.

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

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

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

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.

**12. 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 are looking forward to being able to supplement services, such as supervised parenting time, through the Safe Havens Grant. In addition, we provide a divorce education program called SMILE that is done through all volunteers.

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

Yes, that may be possible.

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

It is not possible to use part-time personnel to complete the work. 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 training, 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. As are most positions at the FOC, they are 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. FOC Clerks deal with volatile emotions on a regular basis and, in order to be effective, Clerks need to have a balance. To work overtime or compensatory time, on a regular basis, would not serve the Clerk, 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 is cross trained to maximize efficiency.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

**RESOLUTION AUTHORIZING SUBMISSION OF THE AMENDED 2010/2011 CHILD CARE FUND BUDGET – 44<sup>th</sup> Circuit Court, Family Division - Juvenile Unit**

**WHEREAS,** the Juvenile Court and the Department of Human Services find it necessary to amend the 2010/2011 Child Care Fund Budget with the State of Michigan and request an additional \$485,188.00 of County funds, 50% will be reimbursed by the State of Michigan, a net increase of \$242,594.00 additional County funds; and

**WHEREAS,** the Finance Committee of the Livingston County Board of Commissioners has reviewed and recommended approval of the submission of the Amended 2010/2011 Child Care Fund Budget; and

**WHEREAS,** the proposed amended Child Care Fund budget with the State of Michigan is in the total amount of \$2,048,890.00 less anticipated revenue of \$115,000.00 for a proposed total expenditure of \$1,933,890.00 to be cost shared 50/50 with the State of Michigan; and

**WHEREAS,** the State shall also provide up to \$1,000.00 for “Foster Care During Release Appeal Period” which will be the full obligation of the State of Michigan.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve the Amended 2010/2011 Child Care Fund Budget as outlined.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorizes a budget amendment to the County Child Care Fund Budget in the amount of \$485,188.00 for a new proposed County budget of \$2,747,890.00. The funding sources covering the increase are 50% (\$242,594.00) from the State of Michigan & \$242,594.00 from the County Child Care Fund balance.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is hereby authorized to sign the Amended 2010/2011 Child Care Fund Budget with the State of Michigan for submission to the State of Michigan for acceptance.

# # #

**MOVED:**

**SECONDED:**

**CARRIED:**

# COUNTY CHILD CARE BUDGET SUMMARY

Michigan Department of Human Services (DHS)

Child and Family Services

<b>County</b> Livingston	<b>Court Contact Person</b> William Newhouse	<b>Telephone Number</b> 517-546-1500	<b>E-Mail Address</b> w.newhouse@co.livingston.m
<b>Fiscal Year</b> October 1, 2010 through September 30, 2011	<b>DHS Contact Person</b> Susan Fulton	<b>Telephone Number</b> 517-548-0204	<b>E-Mail Address</b> fultons@michigan.gov

TYPE OF CARE	ANTICIPATED EXPENDITURES		
	DHS	COURT	COMBINED
<b>I. CHILD CARE FUND</b>			
<b>A. Family Foster Care</b> .....	\$ 145,000.00	\$ 0.00	\$ 145,000.00
<b>B. Institutional Care</b> .....	\$ 145,000.00	\$ 1,007,516.00	\$ 1,152,516.00
<b>C. In Home Care</b> .....	\$ 93,000.00	\$ 640,374.00	\$ 733,374.00
<b>D. Independent Living</b> .....	\$ 17,000.00	\$ 0.00	\$ 17,000.00
<b>E. SUBTOTALS</b> .....	\$ 400,000.00	\$ 1,647,890.00	\$ 2,047,890.00
<b>F. Revenue</b> .....	\$ 5,000.00	\$ 110,000.00	\$ 115,000.00
<b>G. Net Expenditure</b> .....	\$ 395,000.00	\$ 1,537,890.00	\$ 1,932,890.00

<b>COST SHARING RATIOS</b>	County 50%/State 50%
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<b>II. CHILD CARE FUND</b> Foster Care During Release Appeal Period	\$ 1,000.00	\$ 1,000.00	
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<b>COST SHARING RATIOS</b>	County 0%/State 100%
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<b>III. JUVENILE JUSTICE SERVICES FUND</b> Basic Grant .....	\$	\$	0.00
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<b>COST SHARING RATIOS</b>	County 0%/State 100% \$15,000.00 Maximum
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<b>IV. TOTAL EXPENDITURE</b> .....	\$ 1,933,890.00
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BUDGET DEVELOPMENT CERTIFICATION

THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year: October 1, 2010 through September 30, 2011 **AMENDMENT**

<b>Presiding Judge</b>	<b>Date</b>
<b>County Director of DHS Signature</b>	<b>Date</b>
<b>Chairperson, Board of Commissioner's Signature</b>	<b>Date</b>
<b>And/Or County Executive Signature</b>	<b>Date</b>

<p>The Department of Human Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your county.</p>	<p><b>AUTHORITY:</b> Act 87, Publication of 1978, as amended.  <b>COMPLETION:</b> Required  <b>PENALTY:</b> State reimbursement will be withheld from local government.</p>
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Michigan Department of Human Services

October 1, 2010 through September 30, 2011

I. List all service components which make up the IHC program and specify the requested information for each.

Court Service Components		(Adm. Unit)	CCF Expenditure	Other Public Funding	Gross Expenditure
1	DAY TREATMENT PROGRAM (11)	Court	305,916.00	0.00	305,916.00
2	WRAPAROUND (11)	Court	169,225.00	831,680.00	1,000,905.00
3	SUBSTANCE ABUSE TREATMENT PROGRAM (11)	Court	29,680.00	0.00	29,680.00
4	NON-SCHEDULED PAYMENTS (11)	Court	43,042.00	0.00	43,042.00
5	IN-HOME COUNSELING (11)	Court	65,916.00	0.00	65,916.00
6	SEX OFFENDER PROGRAM (11)	Court	26,595.00	0.00	26,595.00
<b>DHS Service Components</b>					
1	Family Support Services	DHS	5,000.00	0.00	5,000.00
2	Supervised Visit Coach	DHS	35,000.00	0.00	35,000.00
3	Wraparound	DHS	40,000.00	947,680.00	987,680.00
4	Parent Aide	DHS	5,000.00	0.00	5,000.00
5	Counseling	DHS	8,000.00	0.00	8,000.00
Subtotal - Court			\$ 640,374.00	\$ 831,680.00	\$ 1,472,054.00
Subtotal - DHS			\$ 93,000.00	\$ 947,680.00	\$ 1,040,680.00
Grant Total			\$ 733,374.00	\$ 1,779,360.00	\$ 2,512,734.00

II. For each service component listed above, there must be completed a **separate** IN-HOME CARE/BASIC GRANT BUDGET DETAIL REPORT (DHS-2094), filling in the appropriate budget items. If something does not show, please review budget detail forms.

AUTHORITY: Act 87, Public Acts of 1968, as amended  
 RESPONSE: Required.  
 PENALTY: State reimbursement will be withheld from local government.

The Department of Human Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an FIA office in your county.



**LIVINGSTON COUNTY, MICHIGAN**  
**44<sup>TH</sup> CIRCUIT COURT – JUVENILE COURT**

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**204 S. Highlander Way, Suite 3**  
**Phone 517-546-1500 Fax 517-546-3731**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

# Memorandum

To: Livingston County Board of Commissioners  
From: William Newhouse  
Date: 08/02/11  
Re: 2010/2011 Child Care Fund Budget Amendment

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The attached resolution for an amendment to the 2010/2011 Child Care Fund Budget is a request for additional County funds as well as a shifting of funds within the respective budgets for the Department of Human Services and Juvenile Court.

Juvenile Court is requesting a budget increase of \$485,188.00 for an Amended 2010/2011 Child Care Fund Budget total of \$2,048,890.00. The increase is needed to cover the shortfall in residential costs that have escalated over the past 9 months. The amendment is necessary to ensure the County's 50% reimbursement from the State of Michigan.

Thank you for your consideration and continued support in this matter.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**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.**

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.

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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 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.

# # #

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.

# # #

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

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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

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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:

**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.

# # #

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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**Enter Address Here**  
**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 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.