

FINANCE COMMITTEE

11/30/2011

304 E. Grand River Avenue, Board Chambers, Howell, Michigan 48843

7:30 AM

AGENDA

1. **CALL MEETING TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF MINUTES**

Minutes Dated: November 16, 2011

4. **TABLED ITEMS FROM PREVIOUS MEETINGS**

5. **APPROVAL OF AGENDA**

6. **REPORTS**

7. **CALL TO THE PUBLIC**

8. **RESOLUTIONS FOR CONSIDERATION:**

09 **Building Services**

RESOLUTION AUTHORIZING A CONTRACT WITH CONSTELLATION ENERGY FOR THE PURCHASE OF NATURAL GAS - Building Services

10 **District Court**

RESOLUTION TO FILL VACANCY OF TWO 20 HOUR PER WEEK COURT CLERKS POSITIONS

11 **Human Resources**

RESOLUTION APPROVING THE TENTATIVE AGREEMENT BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND THE MICHIGAN ASSOCIATION OF POLICE REPRESENTING SERGEANTS

12 **Human Resources**

RESOLUTION REVISING RESOLUTION 2011-10-260 TO AMEND THE MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN DEFINED BENEFIT RETIREMENT PLAN FOR PARAMEDICS

13 **Human Resources**

RESOLUTION TO MAKE AMENDMENTS TO THE PERSONNEL MANUAL FOR NON-UNION EMPLOYEES

14 **Human Resources**

RESOLUTION TO EXEMPT LIVINGSTON COUNTY FROM THE PROVISIONS OF 2011 P.A. 152 FOR CALENDAR YEAR 2012 AND 2013

- 15. MISCELLANEOUS CLAIMS**
Claims and Payables
- 16. COMPUTER PRINTOUT (attached)**
- 17. CLOSED SESSION**
 - A. Legal Opinion - Billboard
 - B. Pending Litigation - Hoxie
- 18. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

NOVEMBER 16, 2011 - 7:30 A.M.

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

FINANCE COMMITTEE

COMM. DENNIS DOLAN

(7:40)

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

SUE BOSTWICK

KEVIN WILKINSON

CANDY ATKINS

OTHERS:

JAMIE PALMER

JENNIFER PALMBOS

MARGARET DUNLEAVY

PAUL MCNAMARA

WM. SLEIGHT

LAURA CHAFY-ROGERS

JENNIFER NASH

CINDY MENDOZA

BELINDA PETERS

DEBBIE WARDEN

1. **CALL TO ORDER:** Meeting called to order by **COMM. MAGGIE JONES** at 7:35 AM.

MOVED BY COMMISSIONER WILLIAMS THAT COMM. JONES BE MADE CHAIRMAN OF MEETING
SECONDED BY COMMISSIONER DRICK
ALL IN FAVOR- MOTION PASSED

2. **ROLL CALL.**

3. **APPROVAL OF MINUTES:** OPEN AND CLOSED SESSION MINUTES OF MEETING DATED OCTOBER 26, 2011:

MOTION TO APPROVE THE MINUTES, AS PRESENTED.

MOVED BY: DRICK / SECONDED BY: GRIFFITH

ALL IN FAVOR – MOTION PASSED

4. **TABLED ITEMS FROM PREVIOUS MEETINGS.** None.

5. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.

MOVED BY: GRIFFITH / SECONDED BY: WILLIAMS

ALL IN FAVOR – MOTION PASSED

6. **REPORTS:**

- Commissioner LaBelle informed the committee that tonight at 6pm there will be a new conference by Detroit Mayor Bing.

7. **CALL TO THE PUBLIC:** None.

8. **RESOLUTIONS FOR CONSIDERATION:**

9. **EMERGENCY MEDICAL SERVICES: RESOLUTION AUTHORIZING A CONTRACT WITH HEALTH EMS/DBA SANSIO FOR THE IMPLEMENTATION OF AN INTERGRATED WEB ENABLED EMERGENCY MEDICAL SERVICE ELECTRONIC REVNET BILLING SOLUTION**

RECOMMEND MOTION TO THE BOARD

MOVED BY: WILLIAMS / SECONDED BY: GRIFFITH

ALL IN FAVOR - MOTION PASSED

10. **COUNTY CLERK: RESOLUTION APPROVING THE FILLING OF A VACANT PART-TIME COURT CLERK**

RECOMMEND MOTION TO THE BOARD

MOVED BY: LABELLE / SECONDED BY: VANHOUTEN

ALL IN FAVOR - MOTION PASSED

11. **TREASURER: RESOLUTION TO CORRECT HEALTH CARE REIMBURSEMENT AND DEPENDANT CARE REIMBURSEMENT ACCOUNT BALANCE IN THE BENEFITS FUND TO REFLECT RECOMMENDATIONS MADE BY BREDERNITZ, WAGNER AND CO., P.C.**

RECOMMEND MOTION TO THE BOARD

MOVED BY: GRIFFITH / SECONDED BY: WILLIAMS

ALL IN FAVOR - MOTION PASSED

12. **L.E.T.S.: RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S. DIRECTOR AND OPERATIONS MANAGER TO ATTEND THE F.T.A. TRIENNIAL TRAINING WORKSHOP IN CHICAGO, IL DECEMBER 6-7, 2011**

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

13. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING THE PAYMENT TO LESA FOR FIBER CONNECTIONS TO THREE EMS SUB-STATIONS

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

14. COMMUNITY CORRECTIONS: RESOLUTION AUTHORIZING FILLING THE COMMUNITY CORRECTIONS PART TIME ADMINISTRATIVE POSITION UPON THE RESIGNATION AND DEPARTURE OF THE CURRENT ADMINISTRATIVE ASSISTANT

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

15. EQUALIZATION: RESOLUTION REQUESTING THE REORGANIZATION OF THE EQUALIZATION DEPARTMENT

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

16. EQUALIZATION: RESOLUTION TO AMEND THE ANNUAL APPORTIONMENT REPORT

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

17. MICHIGAN WORKS: RESOLUTION APPROVING THE FISCAL YEAR 2012 FOOD ASSISTANCE EMPLOYMENT AND TRAINING (FAE&T) PLANS FOR SERVICES TO ELIGIBLE PARTICIPANTS FROM LIVINGSTON COUNTY

RECOMMEND MOTION TO THE BOARD
MOVED BY: WILLIAMS / SECONDED BY: DOLAN
NAYS: DRICK - MOTION PASSED

18. MICHIGAN WORKS: RESOLUTION APPROVING A CONTRACT EXTENSION BETWEEN THE OAKLAND LIVINGSTON HUMAN SERVICES AGENCY AND LIVINGSTON COUNTY MICHIGAN WORKS! FOR THE MICHIGAN PRISONER RE-ENTRY PROGRAM

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

19. MISCELLANEOUS CLAIMS

**MOTION TO APPROVE THE MISCELLANEOUS CLAIMS DATED October 26, 2011
MOVED BY: VANHOUTEN / SECONDED BY: WILLIAMS
ALL IN FAVOR - MOTION PASSED**

- **CINDY MENDOZA EXPLAINED THE DIFFERENCE BETWEEN CLAIMS AND PAYABLES**
- **KEYCHAINS FOR SHERIFF'S OFFICE WILL BE PAID ON THESE CLAIMS**

20. COMPUTER PRINTOUT

**MOTION TO APPROVE THE COMPUTER PRINTOUT
MOVED BY: DRICK / SECONDED BY: WILLIAMS
ALL IN FAVOR - MOTION PASSED**

21. ADJOURNMENT:

**MOTION TO ADJOURN AT 7:54 AM
MOVED BY: WILLIAMS / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED**

**DEBBIE WARDEN
RECORDING SECRETARY**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A CONTRACT WITH CONSTELLATION ENERGY FOR THE PURCHASE OF NATURAL GAS - Building Services

WHEREAS, in December of 2010, the Board of Commissioner's approved Resolution # 2010-12-328 which authorized entering into a contract with Constellation Energy, the State of Michigan's Energy Cooperative Supplier, to supply natural gas through March 31, 2012 at the fixed \$5.45 per Mcf; and

WHEREAS, the total savings in natural gas expenditures for the past 10 months since we have been in contract with Constellation Energy compared to Consumers Energy rates, our previous provider, is \$23,594.70; and

WHEREAS, Constellation Energy's has offered a fixed price of \$ 4.82 per Mcf for the 12 month period of April 1, 2012 – March 31, 2013, if we lock in now; and

WHEREAS, all meters, account numbers, billing and customer service will remain with Consumers Energy with the exception of the line item for the cost of gas delivery which will reflect our contract price with Constellation Energy.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves a contract with Constellation Energy for the period of April 1, 2012 – March 31, 2013 for natural gas at the fixed price rate of \$ 4.82 per Mcf.

BE IT FURTHER RESOLVED that the Board Chair be authorized to sign any necessary documents to facilitate the contract between Constellation Energy and Livingston County.

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MOVED:

SECONDED:

CARRIED:



Livingston County
Building Services

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

MEMORANDUM

To: Livingston County Board of Commissioners

From: Chris Folts, Building Services Director

Date: November 22, 2011

Subject: Contract for natural gas with Constellation Energy

In December of 2010, the Board of Commissioner's approved Resolution # 2010-12-328 which authorized entering into a contract with Constellation Energy, the State of Michigan's Energy Cooperative Supplier, to supply natural gas through March 31, 2012 at the fixed price rate of \$5.45 per Mcf. Our savings for the past 10 months since we have been in contract with Constellation Energy compared to Consumers Energy rates, our previous provider, is \$23,594.70 (see attached spreadsheet).

Constellation Energy's has offered a fixed price of \$ 4.82 per Mcf for the 12 month period of April 1, 2012 – March 31, 2013, if we lock in now. The current variable rate with Consumers Energy is \$6.1559 per Mcf with the potential for the rate to go as high as the maximum rate allowed by the Michigan Public Service Commission of \$6.4545. All meters, account numbers, billing and customer service will remain with Consumer Energy with the exception of the line item for the cost of gas delivery which will reflect our contract price with Constellation Energy.

Therefore, we are asking that the attached resolution be approved authorizing the approval of a contract with Constellation Energy for the one-year period of April 1, 2012 – March 31, 2013 for natural gas at the fixed price rate of \$ 4.82 per Mcf.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE FILLING OF TWO PART-TIME DEPUTY CLERK POSITION IN THE 53RD DISTRICT COURT

WHEREAS, the 53RD District Court has a need to replace two part-time deputy court clerk due to vacancies; and

WHEREAS, for purposes of continuity, the 53rd District Court would continue to function efficiently if the filling of these position are granted; and

WHEREAS, funding for same is available in the 53rd District 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 two part-time deputy court clerk in the 53rd District Court.

CURRENT POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Judges	3	
Court Administrator	1	
Magistrate	1	
Chief Deputy Clerk	1	
Chief Probation Officer	1	
Chief Account Clerk	1	
Account Clerk	1	
Law Clerk		2
Court Recorder/Jud Secry	3	
Division Leader - Clerical	3	
Probation Officers	4	
Deputy Clerks	11	4
TOTALS:	30	6

REQUESTED POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Judges	3	
Court Administrator	1	
Magistrate	1	
Chief Deputy Clerk	1	
Chief Probation Officer	1	
Chief Account Clerk	1	
Account Clerk	1	
Law Clerk		2
Court Recorder/Jud Secry	3	
Division Leader - Clerical	3	
Probation Officers	4	
Deputy Clerks	11	4
TOTALS:	30	6

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MOVED:

SECONDED:

CARRIED:



Chief District Judge
Theresa M. Brennan

District Court Judges
Suzanne Geddis
Carol Sue Reader

Court Administrator
Mary Ellen Nygren

Attorney/Magistrate
Brian V. Brown

The Fifty-Third Judicial District
204 SOUTH HIGHLANDER WAY, HOWELL, MICHIGAN
48843
(517) 548-1000 – FAX (517) 548-9445

Date: November 21, 2011
To: Livingston County Board of Commissioners
From: Mary Ellen Nygren
District Court Administrator
RE: Resolution to approve filling of two 20 hour per week clerks

The 53rd District Court has two vacancies for a 20 hour per week deputy clerk.

As you will recall, the District Court voluntarily created two twenty-hour per week positions when filling a full-time vacancy for the purposes of saving the cost of benefits in 2008; we continue to utilize part-time staff to cover the positions.

Funding for this position has been approved in the 2011 and 2012 budget for the District Court.

If you have questions concerning this request, please feel free to contact me at 517-540-7637. Thank you.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE TENTATIVE AGREEMENT BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND THE MICHIGAN ASSOCIATION OF POLICE REPRESENTING SERGEANTS – HUMAN RESOURCES

WHEREAS, Negotiations have resulted in a tentative agreement between the Livingston County Board of Commissioners and the Michigan Association of Police (hereinafter referred to as “MAP”), for the period of 1/1/11 through 12/31/13; and

WHEREAS, the Sergeants have ratified the tentative agreement; and

WHEREAS, the modifications to the agreement are consistent with Board policy concerning wages and benefits; and

WHEREAS, the approval of the tentative agreement by the Board of Commissioners is the final action needed to execute this agreement.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the agreement reached with the MAP and the Livingston County Board of Commissioners for the period of 1/1/11 through 12/31/13, contingent upon the approval of the Livingston County Board of Commissioners to exempt County employees from the terms of Public Act 152 of 2011 for years 2012 and 2013.

BE IT FURTHER RESOLVED that the Chair of the Board of Commissioners is authorized to sign all contracts necessary to effectuate this agreement.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the transfer from the general fund contingency to the Sheriff budget for payment of the one-time expense if necessary.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
LIVINGSTON COUNTY ADMINISTRATION
304 E. Grand River Avenue - Suite 205
Howell MI 48843

TEL: (517) 540-8790
FAX: (517) 546-6657
E-MAIL: jpalmbos@co.livingston.mi.us

JENNIFER J. PALMBOS
HUMAN RESOURCES/LABOR RELATIONS DIRECTOR

MEMORANDUM

TO: BOARD OF COMMISSIONERS

FROM: JENNIFER PALMBOS – Human Resources/Labor Relations Director

RE: TENTATIVE AGREEMENT REACHED REGARDING SHERIFF SERGEANTS

DATE: DECEMBER 5, 2011

I am pleased to announce that a tentative agreement has been reached between the County and the Michigan Association of Police, the union representing Sheriff Sergeants (hereinafter referred to as “Sergeants”). The Sergeants voted to approve this agreement. If approved by the Board of Commissioners, the agreement will be effective January 1, 2011 through December 31, 2013.

Highlights of the agreement are as follows:

1. Beginning the first pay in December, 2011, all employees contribute 5% of MERS eligible payroll on a pre-tax basis for their MERS benefit.

Employees hired after ratification contribute 5% of MERS eligible payroll on a pre-tax basis for the MERS benefit, except they receive a B-2 benefit (2.0% multiplier).

2. Beginning January 1, 2012, all employees go to the PPO 4 benefit and Rx benefits equivalent to the nonunion employees and begin contributing 5% effective January 1, 2012 and 10% effective January 1, 2013 toward the cost of these benefits.

Please note: PA 152 of 2011 requires that a collective bargaining agreement “that is executed on or after September 15, 2011 shall not include terms that are inconsistent with the requirements of the Act.” The Act requires that a public employer pay no more than a flat dollar amount set by the legislature or 80% of the cost of health insurance or that the local unit of government opt out by a 2/3 vote. Therefore, the approval of this agreement is contingent upon the Board exempting itself from PA 152 of 2011 for years 2012 and

2013. A separate resolution addresses County Administration's recommendation to opt out of the requirements of PA 152 of 2011.

Employees hired after ratification contribute 20% of the cost of their selected health and dental benefit (plus buy-up costs), with the base benefit being PPO 4.

Beginning January 1, 2012 there shall be a spousal surcharge of \$10/pay. Employees with County-employed spouses receive either insurance coverage from the County or the opt-out amount, not both.

3. 0% increase to pay scales – 2010
0% increase to pay scales – 2011
Me too for any across the board increase for non-union employees or other 312 units - 2012
Me too for any across the board increase for non-union employees or other 312 units - 2013

1.5% wage reductions for employees hired after ratification.

4. Retiree Health Care – All employees hired after ratification or June 30, 2011, whichever is sooner, receive the Retiree Health Savings Program. Employer pre-tax contributions are 4% of base salary in the individual's Retiree Health Savings Program account (currently \$1,381 - \$2,330 depending on base wage). Employer contribution increases/decreases with annual wage scale increases.

Employees hired on or before ratification or June 30, 2011, whichever is sooner, get the choice of staying in the defined benefit retiree health care plan or may make a one-time irrevocable election to go to the Retiree Health Savings Program and receive \$20,000 as either cash or as a pre-tax contribution to a retiree health savings account in the employee's name. Future Employer pre-tax contributions are 4% of base salary (currently \$2,285 - \$2,474 depending on base wage) in the individual's Retiree Health Savings Program account. Employer contribution increases/decreases with annual wage scale increases.

Those transferred or promoted into the bargaining unit who already participate in the Retiree Health Savings Program retain that benefit.

5. Includes all prior initialed and dated TA's.
6. \$1,250 signing bonus if all bargaining unit goes to direct deposit/debit card (paperless) for payroll.
7. Contract through 12/31/2013.
8. Tuition Reimbursement consistent with Resolution 2010-03-100 which is the non-union benefit. Two (2) sergeants who currently receive tuition reimbursement will be grandfathered for 2012 with a maximum of \$2,000 reimbursed.

County Administration is pleased with this agreement as it secures necessary concessions in wages, active health care, retiree health care, and pension. Therefore, we strongly recommend Board approval of this agreement. Should you have any questions, please feel free to contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE: December 5, 2011

RESOLUTION REVISING RESOLUTION 2011-10-260 TO AMEND THE MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN DEFINED BENEFIT RETIREMENT PLAN FOR PARAMEDICS – Personnel

WHEREAS, Livingston County currently provides certain Paramedics hired before June 17, 2002 with a defined benefit pension plan through the Municipal Employees' Retirement System of Michigan (MERS) at the B-2 (2.0% multiplier) with a 0% employee contribution; and

WHEREAS, the collective bargaining agreement ratified by all parties on September 6, 2011 provides that Paramedics who are in the MERS defined benefit plan shall contribute 5% of the cost of the MERS Retirement Program rather than the 5% of wages, as described in Resolution #**2011-10-260**;

WHEREAS, MERS as administrator of the defined benefit pension plan requires the County Board of Commissioners to adopt the attached corrected resolution to administrator the program.

THEREFORE BE IT RESOLVED that the Employer hereby adopts the Municipal Employees' Retirement System of Michigan resolution such that Paramedics in the defined benefit plan shall contribute 5% of the cost of the MERS Retirement Program as provided in the collective bargaining agreement affecting Paramedics.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is authorized to sign all necessary documents to effectuate this change consistent with the collective bargaining agreement affecting Paramedics.

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MOVED:

SECONDED:

CARRIED:

**RESOLUTION FOR CHANGING MERS BENEFITS
(OTHER THAN DB COMPONENT OF HYBRID PROGRAM)**



In accordance with the MERS Plan Document of 1996, the Livingston County
(Participating Municipality)
4703 adopts the following benefits for: MERS Division #11 - Ambulance
(Municipality No.) (Reporting Unit No., MERS Division No. and Name)

A "division" is defined as an employee or group of employees covered by the same benefit programs **and** the same employee contribution program. Each division has a specific MERS number and name, such as "Div. 10, General-Admin.," and is part of a Reporting Unit, such as: "01."

Supporting Supplemental Valuation is dated _____

BENEFIT MULTIPLIER

From _____ To _____ Effective Date _____
(Current Benefit Multiplier) (New Benefit Multiplier)

Provisions for Earlier Normal Retirement

F50/25 F50/30 F(N)-Years and Out (Specify number of years) _____
 F55/15 F55/20 F55/25 F55/30
Effective Date _____

EMPLOYEE CONTRIBUTION RATE

New Rate 5% of the cost of benefit
Effective Date October 1, 2011

**ADDITIONAL BENEFITS
AFFECTING FUTURE RETIREES**

FAC 3 FAC 5 V-6 V-8 V-10 RS - 50%
 D-2 E-2 DROP+ with _____ %
Effective Date _____

RETIREE COST-OF-LIVING BENEFIT PROGRAMS FOR CURRENT RETIREES

E Standard E-1
 E - Other (Specify Factor _____ Adjustment Years _____)
Effective Date _____

WINDOW PERIOD (If applicable)

From _____ To _____
(Date) (Date)

I CERTIFY THAT THE ABOVE WAS ADOPTED BY _____
Governing Body Date of Meeting

Authorized Signature Title Date

NOTE: Standard/Nonstandard Benefit Provisions—Attach page fully describing provision(s), and (1) a complete copy of the fully executed collective bargaining agreement and a certified copy of official minutes where the collective bargaining agreement or this Resolution was adopted, or (2) a copy of the arbitration or mediation decision. If further information is needed, please contact MERS Employer Services Division at 1 (800) 767-6377.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO MAKE AMENDMENTS TO THE PERSONNEL MANUAL FOR
NON-UNION EMPLOYEES**

WHEREAS, the Livingston County Personnel Manual needs periodic updating; and

WHEREAS, the Livingston County Board of Commissioners approved an updated Employee Manual in August, 2011; and

WHEREAS, the Human Resources Department has identified minor misprints and omissions; and

WHEREAS, the Personnel Subcommittee and the Finance Committee reviewed and approved the changes to the Personnel Manual.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the attached Personnel Manual for non-union employees, as amended.

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LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF HUMAN RESOURCES

304 EAST GRAND RIVER, STE 205, HOWELL, MI 48843

Phone 517-540-8790 Fax 517-546-6657

Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Jennifer Palmbos, Human Resources/Labor Relations Director
Date: 12/5/2011
Re: Personnel Manual Changes

The following changes are proposed to the Employee Manual to correct typographical errors and to have the manual reflect actual intent of the original handbook revision. In addition, the manual will be amended to add a veterans' preference policy.

1. Correct typographical error changing months to weeks to match the requirements of the Family Medical Leave Act:

“Unless leave is taken for the employee’s own serious health condition or that of his or her child or spouse, the total leave taken by spouses when both are employed by the Employer is limited to twelve (12) ~~months~~ weeks.”

2. Add grandchild to list of immediate family members for whom bereavement leave applies:

“Definition of immediate family (spouse, child or step-child, father or step-father, mother or step-mother, sister or step-sister, brother or step-brother, father-in-law, mother-in-law, grandparents, **grandchildren**, foster children or other legal dependents living with the employee).”

3. Add Section W stating Veteran’s Preference in hiring:

W. Veterans Preference: It is the policy of the County to give preference to eligible veterans in the filling of non-exempt vacant positions, in accordance with the requirements of Michigan and federal law.

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

LIVINGSTON COUNTY,
MICHIGAN



PERSONNEL MANUAL

FOR NON-UNION EMPLOYEES

Effective **December 5, 2011**

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SCOPE, PURPOSE AND INTENT

This Personnel Manual is applicable to non-union personnel employed by Livingston County (hereinafter referred to as “County” or “Employer”). It is not applicable to any employee or group of employees which is now or shall hereafter be included in a union bargaining unit or covered under a collective bargaining agreement. Further, this Personnel Manual is not applicable to any elected County positions. The wages and fringe benefit provisions of this manual are also not applicable to a retiree of Livingston County who becomes re-employed by Livingston County. The benefits and accrual of benefits for such individuals is controlled by separate Resolutions of the Livingston County Board of Commissioners.

It is the purpose and intent of this manual to act as an informational guide of benefits that Livingston County intends to extend to some of its employees. This manual should not be construed as creating a contract between the Employer and any of the applicable employees. Benefits outlined in this document may be added to, expanded, reduced, deleted or otherwise modified by the County Board of Commissioners and any such modifications in the manual shall be solely within the discretion of the County Board of Commissioners. The interpretation and operation of the benefits noted herein are within the sole discretion of the County Board of Commissioners and any such modifications in the manual shall be solely within the discretion of the County Board of Commissioners. The Employer reserves and retains, solely and exclusively, all rights to manage and operate its affairs and neither the constitutional nor the statutory rights, duties and obligations of the Employer shall in any way whatsoever be abridged by the terms of this manual.

No person or representative of the Employer, other than the County Board of Commissioners, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the provisions contained herein. The employees covered under this manual are employees at will. Their employment and compensation can be terminated with or without cause. An employee cannot rely upon custom or prior practice. The fact that these policies may have been applied differently in the past does not affect their current or future enforcement.

The policies included in this Personnel Manual supersede, replace and control any prior Personnel Manuals, or contradictory policies, representations, contracts, or practices. Human Resources policies are available on the Human Resource Department’s website. Policies and other Board resolutions adopted by the Board of Commissioners after the approval of this Personnel Manual shall supersede, replace and control this Personnel Manuals, or contradictory policies, representations, contracts, or practices.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

(NOTE: THIS POLICY SHALL APPLY TO ALL COUNTY ELECTED OFFICIALS, DEPARTMENT HEADS, UNION AND NON-UNION COUNTY EMPLOYEES).

It is the policy of the Livingston County Board of Commissioners to provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, national origin, religion, marital status, height, weight, disability, genetic information, or any other protected status.

Disabled employees who feel accommodation is needed to perform their job must notify the Human Resources Director in writing of the need for reasonable accommodation within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed. Failure to properly notify Livingston County will preclude any claim that Livingston County failed to accommodate the disabled employee. Livingston County will make accommodations that do not pose an undue hardship to the County.

POLICY AGAINST HARASSMENT IN THE WORKPLACE

Livingston County is committed to providing a work environment where all employees are treated with dignity and respect. Harassment in the workplace based upon race, creed, color, sex, age, national origin, religion, marital status, height, weight, disability, or any other protected status will not be tolerated, whether committed by or directed toward co-workers, supervisors, vendors/consultants, or those persons receiving services from the County. Harassment of others in the workplace is destructive to a good working relationship and is counterproductive to the County's goal of providing outstanding services to the public. Therefore, it is every employee's responsibility to ensure that Livingston County maintains a fair and effective work environment that is free from harassment. If you have questions concerning this policy, please contact Human Resources.

A. Sexual Harassment Defined: Livingston County's equal employment opportunity policy against discrimination and harassment prohibited by law includes a prohibition against sexual harassment. The law defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when either:

1. Submission to or rejection of such conduct or communication is made explicitly or implicitly a term or a condition of an individual's employment; OR
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in employment decisions affecting the individual; OR

3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment. This includes, but is not limited to:
 - a. Sexually-oriented jokes, gestures, noises, remarks or comments about a person's sexuality or sexual experience directed at or made in the presence of an employee;
 - b. Sexual or discriminatory displays or publications; and
 - c. Retaliation for sexual harassment complaints.

The foregoing policies require that each individual exhibit, in his or her conduct and communications, sound judgment and respect for the feelings and sensibilities of each employee. The prohibited conduct may be in the form of a sexual advance, but may also be in the form of less direct verbal or non-verbal behavior. Behavior may be unwelcome even if it is not intended or perceived as such by the person engaged in it. The following are some examples of possible sexual harassment:

- Verbal sexual comments, innuendos, slurs or jokes.
- Non-verbal sexual gestures, leering or staring.
- Visual displaying sexual pictures, writings, or objects.
- Physically inappropriate touching or blocking someone's movement.
- Threats, threatening or insinuating reprisal for refusing sexual demands or conduct

B. Other Discriminatory Harassment: Other forms of harassment are also prohibited. Verbal or non-verbal conduct that exhibits hostility or disrespect toward an individual or group because of race, religion, national origin, color, gender, age, marital status, height, weight, disability or any other protected classifications will not be tolerated. As with sexual harassment, behavior of this kind may take a number of forms including, but not limited to oral or written communications, the display of printed or graphic material, slurs, gestures, jokes and physical acts.

C. What You Should Do If You Believe You Have Been Harassed: You may, but are not required to, speak with the offending individual directly and inform the offending individual that the behavior in question is unwelcome and must be stopped.

It is the policy of Livingston County that any employee who in good faith believes he or she has been subjected to illegal discrimination or harassment prohibited by law, or who believes in good faith he or she has observed discrimination or harassment prohibited by law, must report that fact immediately in writing to:

1. The individual's Department Director/Elected Official; or
2. If the individual does not feel comfortable with his/her Department Director/Elected Official, the individual should feel free to bypass such individual and file a written complaint with the Human Resources Director.

If an employee has any questions regarding the reporting of such matters, he or she should contact the Human Resources Department.

D. What You Should Do If You Believe Another Employee Is Being Harassed: If an employee observes or has knowledge of an incident of harassment involving other employees, he or she should immediately file a written complaint with their Department Director/Elected Official or the Human Resources Director.

If you are a supervisor, you have a responsibility to maintain a work environment that is free from unlawful harassment and must report, in writing, any observed or reported incident of harassment involving other employees immediately to your Department Director/Elected Official or the Human Resources Director.

E. How Complaints of Harassment Will Be Handled:

INVESTIGATION - The County will promptly conduct a thorough and impartial investigation of any complaint or report of harassment.

CONFIDENTIALITY - To the extent possible, the County's investigation will be conducted in a manner calculated to protect the privacy of the individuals involved, and the confidentiality of the complainant.

DISCIPLINARY ACTION - If the investigation reveals that harassment has occurred, disciplinary action up to and including discharge will be taken. The nature of the discipline will depend upon the circumstances of each case.

Again, all complaints and the actions taken to resolve such complaints will be treated confidentially and will be disclosed only when necessary to the investigation and a resolution of the matter. However, no employee is promised strict or absolute confidentiality.

If an investigation of the complaint of harassment or unlawful discrimination reveals that the complaint was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

F. Protection Against Retaliation: If a report of discrimination or harassment prohibited by law is made in good faith, the County will protect the reporting individual from retaliation or any other detrimental impact on his or her employment. Disciplinary action, up to and including discharge, will be taken against anyone who attempts such retaliation. Employees who become aware of complaints or investigations of harassment are expected to refrain from unnecessary and unprofessional discussions with coworkers concerning the individuals involved, as such discussions may themselves be a form of retaliation or harassment.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/policies/Harassment%20in%20the%20Workplace%202004.pdf>

SAFE WORKPLACE POLICY

Livingston County is committed to providing a safe workplace for the public and its employees, customers, vendors and contractors. In an effort to prevent the possibility of violence in our workplace, Livingston County has implemented this Safe Workplace Policy. Livingston County strictly prohibits and will not tolerate any threatened or actual workplace violence. This includes, but is not limited to, any of the following conduct in or around the work environment:

- Threatening injury or damage against a person or property;
- Fighting or threatening to fight with another person;
- Threatening to use a firearm or any other weapon;
- Having unauthorized possession of a firearm or any other weapon while on County premises or County business;
- Abusing or injuring another person;
- Abusing or damaging property;
- Using obscene or abusive language or gestures in a threatening manner;
- Raising voices in a threatening manner;
- Harassing behavior inconsistent with normal work relationship or stalking;
- Use of social media to harass individual(s) or distribute rumors, innuendos and other potentially harmful information

Because of the potential for misunderstanding, joking about any of the above misconduct is also prohibited.

Any person who exhibits unsafe behaviors will be removed from County's premises as quickly as safety permits, and shall remain off County premises pending the outcome of an investigation. Employees will cooperate in all investigations, and a failure to cooperate may result in a disciplinary action, up to and including discharge. If the investigation substantiates that a violation has occurred, the County will take immediate corrective action. Corrective action may include immediate discipline, up to and including termination, at the County's sole discretion. Additionally, the County may, in its discretion, pursue any criminal or civil remedies which may be available.

All employees, temporary employees, vendors, contractors and any other personnel are responsible for notifying the County of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Any individual who reasonably believes that a situation with any employee or any other party may become violent, should immediately leave the area.

Any violations of this policy should be immediately reported in writing to the Department Director or Elected Official.

If the individual does not feel comfortable with the Department Director or Elected Official, or if the Department Director or Elected Official is not available, the Human Resources Director should be immediately advised in writing of the violation.

A report or complaint will be promptly investigated. If a report is made in good faith, the employee will be protected from retaliation or any other detrimental impact on his or her employment.

In order to provide a safe workplace and protect our employees from threats to their safety, the County must know if a court has ordered an individual to stay away from County locations. Therefore, this policy also requires individuals who either obtains a protective or restraining order, or who is served with a protective or restraining order, which lists County locations as being protected areas, to provide the Human Resources Director with a copy of any protective or restraining order. This information will be kept reasonably confidential to the extent possible.

SOCIAL SECURITY NUMBER PRIVACY POLICY

Social Security numbers should be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy.

The County shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this Privacy Policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions. The County will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains uses or discloses Social Security numbers through the County for unlawful purposes.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/policies/Social%20Security%20Number%20Privacy%20Policy.pdf>

SECTION I GENERAL INFORMATION

A. The Work Week: The work week shall normally consist of five (5) working days and/or forty (40) hours per week. However, nothing contained herein shall constitute a guarantee of forty (40) hours per week.

B. Working Hours: Normal County work hours shall extend from 8:00 am to 5:00 pm daily, unless otherwise changed by the employee's Department Head. Department Heads/Elected Officials will advise employees of their individual work schedules. Staffing and operational needs may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

C. Lunch Breaks: Full-time employees shall normally be allowed a one (1) hour unpaid break for lunch. The specific lunch break will be scheduled by the employee's Department Head so that offices will remain open during scheduled business hours.

D. Rest Breaks: Employees shall normally be allowed rest breaks twice a day, with one in the first four (4) hours of the work day and one in the last (4) hours of the work day. Each rest break period is not to exceed fifteen (15) minutes and will be scheduled by your Department Head. They do not accumulate if not taken.

E. Break Time for Nursing Mothers: In compliance with federal law which requires the provision of unpaid, reasonable break time for a non-exempt employee to express breast milk, the County subscribes to the following policy:

All employees shall be provided a place to breastfeed or express their milk. The Human Resources Department can confer with the employee to designate a suitable, private location, other than a bathroom, which is located in close proximity to the employee's work area for such breaks. An employee may use her private office area for milk expression if she prefers.

Employees shall be provided flexible breaks to accommodate breastfeeding or milk expression for the first year of the child's life. A non-exempt breastfeeding employee shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for her child. The time would not exceed normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, sick/vacation time must be used, or the employee can make up the time at the discretion of the supervisor.

A refrigerator will be made available for safe storage of expressed breast milk.

Employees may use their own cooler packs to store expressed breast milk, or may store milk in a designated refrigerator/freezer. Employees should provide their own containers. Those using the refrigerator are responsible for keeping it clean.

Management and staff are expected to provide an atmosphere of support for breastfeeding employees.

F. Date of Hire: The effective date on which an individual is officially hired and begins work as an employee of Livingston County shall be designated as that individual's "Date of Hire." The following shall alter an employee's date of hire:

1. Layoffs which exceed one (1) year, which shall change one's hire date to the date of return to employment, if applicable.
2. Termination of employment for any reason provided; however, that if the employee returns to employment within one (1) year of the date of termination, then, and in that event, the employee shall retain his/her original "Date of Hire".
3. Paid or unpaid leaves of absence which exceed ninety (90) days. However, this provision shall not be applicable to Military Leave controlled by USERRA.

G. Anniversary Date: An employee's "Anniversary Date" shall be a full-time employee's continuous service in his/her current position. Generally, the "Anniversary Date" will be the same as the "Date of Hire", however, a promotion or period of part time employment normally changes one's "Anniversary Date". The "Anniversary Date" is the

date used to determine when an employee will become eligible to seek a merit salary increase.

H. Employment Status:

1. **Regular Employees:** Regular status employees are hired to fill job positions that are classified in accordance with assigned job duties and authorized by the Board of Commissioners. Funds for regular status positions are budgeted specifically to support the positions. Either full-time or part-time staff may be assigned regular employee status. Regular full-time staff are budgeted to regularly work a thirty (30) to forty (40) hour work week. Regular part-time staff are budgeted to regularly work less than a thirty (30) work week.
2. **Temporary Employees:** Temporary employees may be full-time or part-time, and are employed in a position for a specific limited duration, usually six (6) months or less, but not more than one (1) year. These employees are generally hired for the purpose of relieving regular staff members who are absent due to illness, or leave of absence, or augmenting the regular staff to meet requirements that may be occasioned by periodic work loads. Temporary employees will generally be paid at an hourly rate based on the starting salary for the position they hold; and any exemptions for pay below scale must be authorized in advance in writing by the County Human Resources Director. Any exemptions for pay above the starting or first year step must be approved by the Personnel Committee. Temporary employees shall not receive fringe benefits such as but not limited to, retirement, health insurance, vacation, sick leave, and holiday pay.

I. Exempt and Non-Exempt Employees: Positions will be classified as “exempt” or “non-exempt”. The determination as to exempt or non-exempt status will be made by the Employer based upon the actual duties of the position as applied to the standards set forth in the Fair Labor Standards Act. Those full-time employees who are considered executive, administrative and professional, and are in classifications exempt from the overtime provisions of the Federal Fair Labor Standards Act are not entitled to overtime or compensatory time. Non-exempt employees are entitled to overtime or, in the discretion of the Employer and under the terms and conditions set forth in this manual, compensatory time.

1. **Salary Basis Policy for Exempt Employees:** The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee’s specific job duties and salary must meet all the requirements of the Department of Labor’s regulations.

2. **Salary Basis Requirement:** Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation

each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked.

If the County were to make deductions from an employee's predetermined salary, i.e., because of the operating requirements of the County, that employee may be deemed not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Deductions from pay are permissible when an exempt employee:

1. When an employee does not perform any work during a workweek;
2. When an employee is absent from work for one or more full days for personal reasons other than sickness or disability; or for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
3. To offset amounts employees receive as jury or witness fees or for military pay;
4. For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions of major significance, including but not limited to theft or violations of the County's harassment, drug and alcohol, safe workplace and workplace violence policies (see County Policy workplace conduct) or such other work rule of major significance. This does not include merely performance issues such as absenteeism and tardiness;
5. An employer is not required to pay the full salary in the initial or terminal week of employment;
6. For penalties imposed in good faith for infractions of safety rules of major significance; or
7. For weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

In these circumstances, either partial day or full day deductions may be made.

3. **County Policy:** It is the County's policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all County supervisors, managers and directors from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the County does not allow deductions that violate the FLSA.
4. **What To Do If An Improper Deduction Occurs:** If you believe that an improper deduction has been made to your salary, you should immediately

report this information to the Human Resources Director. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

5. **Overtime and Compensatory Time**

1. **Overtime:** It is the County's intent to keep overtime to a minimum. Those full-time employees considered exempt from the overtime provisions of the Federal Fair Labor Standards Act, shall not be entitled to overtime compensation. Non-exempt employees who work in excess of forty (40) hours in a given week shall be paid at the rate of one and one-half (1½) times their normal hourly rate of pay for the overtime worked.

"Overtime" is defined as authorized work performed by full-time employees in excess of 40 hours in a regular workweek. Part-time employees are only eligible for overtime if they work in excess of forty (40) hours per week and, like eligible full-time employees, do not hold positions which are exempt from overtime under the Fair Labor Standards Act. From time to time, an employee may be requested to work longer than his or her scheduled shift. Overtime pay is based on actual hours worked. Time off on any leave, holiday, vacation or absence is not considered hours worked for purposes of performing overtime calculations. The employee's supervisor will give the employee as much advance notice as possible when extra work is required. The employee should not begin working before his or her normal starting time, work through his or her lunch period or other unpaid breaks, or continue working after his or her normal quitting time without first obtaining their supervisor's approval. Overtime shall not be worked without prior approval of the Department Head. Unauthorized overtime may result in discipline.

2. **Compensatory Time:** Non-exempt employees may be granted time off with pay, at the discretion of the County, rather than receiving overtime pay. All hours granted as time off with pay for hours worked in excess of forty (40) in a workweek are to be considered as compensatory time. Compensatory time shall be paid at one and one-half hours for each overtime hour worked.

All employees of the County which are exempt from overtime provisions will not receive overtime pay or compensatory time off for overtime worked.

Compensatory banks shall be paid off at the end of each calendar year.

The use of compensatory time is to be determined by department supervisor. An employee who has requested the use of such compensatory time, shall be permitted to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of the County.

An employee who has accrued compensatory time shall, upon termination of employment, be paid for the unused compensatory time at the regular rate earned by the employee at the time the employee receives such payment.

Payment of overtime rates shall not be duplicated for the same hours worked. Hours compensated for at the overtime rate shall not be counted further for any purpose in determining overtime liability under the same or any other provision.

Hours paid for but not worked shall not be counted in determining overtime liability.

K. Pay Periods: County employees are normally paid every other Thursday. Each pay period covers the two (2) weeks ending on the Saturday prior to paychecks being issued.

L. Compensation:

1. **Regular Full-Time Employees:** Livingston County utilizes an eight (8) year salary progression plan which provides eligibility for merit step increases after six (6) years of continuous full-time service.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/2011PDFs/Merit%20Step%20Policy%20March%202011.pdf>

2. **Regular Part-Time Employees:**

- i. Twenty (20) hours per week or less: Personnel budgeted and regularly scheduled to work twenty (20) hours per week or less will be paid at an hourly rate based on the rate of the classification assigned and shall receive no fringe benefits such as but not limited to sick leave, vacation, holiday pay and health insurance. Twenty (20) hour employees may be eligible to progress up the salary schedule by increases based on two thousand eighty (2080) hours equaling one (1) year of service. For example, it would take one thousand forty (1040) hours of service to reach the six (6) month step and two thousand eighty (2080) hours to reach the one (1) year step, etc. (See Merit Increases)
- ii. Twenty-one (21) to twenty-nine (29) hours per week: Personnel regularly budgeted and scheduled to work twenty-one to twenty-nine hours per week may be eligible to progress up the salary schedule by increases based on two thousand eighty (2080) hours equaling one (1) year of service. For example, it would take one thousand forty (1040) hours of service to reach the six (6) month step and two thousand eighty (2080) hours to reach the one (1) year step, etc. (See Merit Increases)
- iii. Thirty (30) to thirty-nine (39) hours per week: Personnel budgeted and regularly scheduled to work thirty (30) to thirty-nine (39) hours per week are currently eligible to progress up the salary scale by increases based on two thousand eighty (2080) hours equaling one (1) year of service. For example, it would take one thousand forty (1040) hours of service to reach the six (6) month step and two thousand eighty (2080) hours to reach the one (1) year step, etc. (See Merit Increases)

The number of hours regularly scheduled to work shall mean the number of hours budgeted and approved by the Livingston County Board of Commissioners for the position.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/2011PDFs/Merit%20Step%20Policy%20March%202011.pdf>

M. Direct Deposit: The County requires employees to use direct deposit or a payroll debit card in compliance with the Michigan Wage and Fringe Benefit Act. A form will be provided to each employee to select debit card or direct deposit (and for the employee to provide account information for the direct deposit). With the exception of employees who currently are paid by direct deposit, an employee's failure to return their selection form within 30 days with the requisite account information shall result in payment by debit card. In addition, the County shall provide the following disclosures concerning the payroll debit card:

- Terms and conditions of use, including a detailed list of fees associated with the card
- Means of accessing wages without cost
- Notice that use of card outside of an ATM network may result in additional fees
- Instruction on making balance inquiries at no cost
- The right to elect to be paid by direct deposit rather than a debit card
- Notice that the payroll debit card does not provide access to a checking or savings account

N. Charitable Giving Contributions through Payroll Deductions: On an annual basis, designated charitable organizations that the Board of Commissioners has approved may participate in a workplace fund-raising campaign. Employees of Livingston County may authorize deductions from their pay for donations to these designated organizations. Employees may authorize payroll deductions in one of two ways:

1. The County Clerk will deduct one lump sum payment.
2. The County Clerk will deduct a set amount each biweekly payroll payment. The date of the first deduction will be based on payroll schedules and deadlines.

Employees may authorize payroll deductions only during the annual campaign period, but they may stop payroll deductions anytime. For payroll deductions, an organization must obtain authorization from a minimum of twenty-five (25) employees. Any organization that does not have a participation of twenty-five (25) employees paid through the Payroll System will not be allowed to continue as a payroll deduction.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/policies/CHARITABLEgivingCONTRIBUTIONS.pdf>

O. Job Descriptions: The County attempts to maintain job descriptions for all authorized positions. The content of the job descriptions is within the sole discretion of the County. Each employee shall receive a written job description at time of hire and at every change thereafter. Each employee will review, sign and date their job description. Copies of job descriptions will be kept in individual personnel files. Job descriptions may be revised or altered at the sole discretion of Livingston County or appropriate elected official in conjunction with the Human Resources Director as a means of operational efficiency and the changing nature of conducting business. Significant changes will be evaluated to determine if a reclassification is warranted.

Please see the related policy for more information:

[http://www.co.livingston.mi.us/humanresources/pdfs/Position%20\(Job\)%20Descriptions.pdf](http://www.co.livingston.mi.us/humanresources/pdfs/Position%20(Job)%20Descriptions.pdf)

P. Pay Grade Assignments: Pay grade assignments are within the sole discretion of the Personnel Committee.

Step increases indicated on the Livingston County Salary progression plan are not automatic. Department Heads wishing to recommend employees for step increases, including merit increases, will submit a County Personnel Action Request (PAR) form to Human Resources. Department Heads/Elected Officials not wishing to recommend personnel for step increases will notify the affected employee prior to the employee's anniversary date.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/policies/ClassificationCompensationAdministrativeGuidelines.pdf>

Q. Special Pay: When appropriate, Livingston County may authorize an employee to perform the essential functions of a higher paid classification in addition to their regular duties and responsibilities.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/policies/Special%20Pay%20Policy%20-%20Approved.pdf>

R. Recovery of Overpayments: All employees should routinely examine each paycheck received in a timely manner to ensure that proper payment has been made. If an employee believes an improper overpayment has been made, he/she should immediately contact his/her supervisor, Department Head/elected official Human Resources or Payroll.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/policies/Recovery%20of%20Overpayments%20and%20Restitution%20of%20Underpayments.pdf>

S. Personnel Records: Personnel records are maintained in Human Resources for employees. These records include information on initial employment or re-employment, professional credentials, salary increases, promotions, demotions, disciplinary actions and other pertinent employment information. An employee may have access to review and have a copy made of his or her personnel file provided a representative of Human Resources, or his/her designee, is present during the review.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/policies/Personnel%20Record%20Keeping%20Policy.pdf>

T. Inclement Weather Closing Policy: If inclement weather or other emergency conditions affecting the County develop during the workday, departments will be notified by telephone and/or e-mail of any authorized changes to normal work hours. If such conditions develop during the night and warrant delayed opening or official closing,

employees will be notified through their department via the annually revised Emergency Contact List. Announcements will be made as soon as possible following any decision to close County operations in any area. In the absence of official notification regarding delayed opening or office closure, employees are expected to report to work on time or contact their supervisor or other appropriate County personnel as directed by their Supervisor/Department Head/Elected Official. Notice of closing County Offices will be sent to WHMI 93.5 FM by the Board of Commissioner's Office. A notice will also be posted on the entrance doors for County buildings.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/Inclement%20Weather%20Policy.pdf>

U. Background Checks and Disclosing Certain Criminal Information: All employees shall fully disclose to their supervisor any criminal felony or work-related misdemeanor convictions. Any employees who work directly with minors or who will have access to the records of minors who are convicted of a felony or misdemeanor, including expressly any law relating to drugs or other controlled substances, or who are charged with a felony, or are placed on the Child Protective Services Central Registry as a perpetrator, shall notify their supervisor in writing immediately, and in all cases, no later than five (5) days after such conviction, charge, or placement on the Child Protective Services Central Registry. An employee must disclose to the Employer any conviction resulting from such pending charges as described in this Section. However, as required by Federal regulation, employees working with minors must disclose any arrests or charges related to child sexual abuse, child abuse, or child neglect and the disposition of such arrest or charges, and may also be required to certify that no case of child abuse or neglect has been substantiated against them. In every case, employees in positions that work directly with minors or who will have access to minors' records, shall undergo the background checks including drug testing, and, if they have not resided or lived in Michigan for each of the previous ten (10) years, they must also sign a waiver attesting to the fact that they have not been convicted of a felony or been identified as a perpetrator. The Employer may, at its cost, conduct a criminal history search periodically on all employees when required to ensure compliance with grants, licensing requirements, and performance standards.

V. Department Rules: Each Department Head may provide personnel rules including, but not limited to, dress and personal conduct codes for use in his/her department. If there is any conflict between the department's rules and this non-union Manual, the Livingston County Personnel Manual shall take precedence.

W. Veterans Preference: It is the policy of the County to give preference to eligible veterans in the filling of non-exempt vacant positions, in accordance with the requirements of Michigan and federal law.

SECTION II BENEFITS

A. Medical, Dental and Vision Insurance: The County currently provides Health and Dental Insurance for eligible regular employees and Elected Officials budgeted and working a minimum of thirty (30) hours per week. Eligible employees and Elected Officials are eligible for health insurance coverage the first of the month following their date of hire or may decline coverage by signing a waiver form if they have health insurance from another source. The terms of the insurance policies control the benefits provided thereunder and the employee's eligibility for benefits. Livingston County reserves and retains the unilateral right to amend or terminate any benefit, benefit level, employer contribution or benefit plan. In the event there arises any conflict between this summary and the plan documents, the plan documents control.

Please see the related link for more information:

<http://www.co.livingston.mi.us/humanresources/2011benefits.asp>

B. Life Insurance: All eligible regular full-time employees are currently covered by a term life insurance policy effective from their hire date equal to their annual wage rounded up to the next one thousand dollars (\$1,000). For example: An employee with an annual wage of \$7,850 would be insured for \$8,000. The entire premium is currently paid for by the County. If eligible, the Life Insurance Policy will be issued approximately six (6) to eight (8) weeks following the date of employment. Persons retiring or terminating from Livingston County can keep their life insurance policy in force by converting it from a group to a personal policy and paying the premiums, if permitted by the carrier. Group Life Insurance may be continued in force by the County for a maximum of six (6) calendar months when an employee is on a medical leave of absence and for a maximum of thirty (30) calendar days when an employee is on a personal leave of absence. The terms of the insurance policies control the benefits provided thereunder and the employee's eligibility for benefits. Livingston County reserves and retains the unilateral right to amend or terminate any benefit, benefit level, employer contribution or benefit plan. In the event any conflict between this summary and the plan documents, the plan documents control.

Please see the related link for more information:

<http://www.co.livingston.mi.us/humanresources/2011benefits.asp>

C. Workers' Compensation: Employees are covered by the Workers' Disability Compensation Laws of Michigan. Any employee involved in a work related accident or injury must (1) report that accident or injury to his/her immediate supervisor as soon as possible (ideally within 24 hours) after the injury and (2) fill out the proper reporting forms, i.e. Employee's Report of Injury. Failure to properly report an injury may disqualify an employee for benefits. It is the employee's responsibility to immediately notify their immediate supervisor, or in the absence of the immediate supervisor, the next available supervisor, of any injuries sustained while on the job. An employee who completes an accident report claiming their injury or illness is work related may be sent to the County's doctor or a prior approved medical facility or doctor.

MEDICAL TREATMENT: If continued medical treatment is required, the employee shall continue treatment with a designated medical treatment center for the first ten days. After ten days from the inception of medical care, the employee may treat with the physician of his/her choice by giving the County the name of the physician and the intent to treat with the named physician. If, at any point, it is deemed the injury or illness is not work related or that medical treatment is not indicated, Livingston County will only be responsible for the medical costs arising out of or directly related to the determination of non-coverage. All other medical costs associated with the employee's claim will be the responsibility of the employee and/or the employee's insurance carrier.

WAGE LOSS BENEFITS: If the injured employee is off work as a result of the injury more than seven days and if the workers' compensation carrier approves the claim, statutory weekly wage loss payments will begin. If the claimant is off work more than 14 days, payment for lost time will go back to the first day of the injury causing wage loss absence. An employee receiving workers' compensation wage loss benefits will accrue vacation and sick leave credits on a pro rata basis to the extent the employee supplements their workers' compensation wage loss payments with accumulated sick and/or vacation leave time. Employees receiving workers' compensation wage loss benefits will not receive holiday pay. The workers' compensation carrier will provide a report to Human Resources and payroll whenever a new payment for an injured employee begins or ends. The County Clerk's payroll office will process wage loss benefits on a biweekly basis.

BENEFIT CONTINUATION: In the event a regular employee is off work and is being compensated under the workers' compensation law for an on-the-job injury or illness, Livingston County will continue, for eligible employees for a maximum of one (1) year from the date of the injury, to pay the premiums on health, dental and life insurance, where applicable, less employee cost sharing contributions. Thereafter, the employee may make arrangements to pay the premiums to continue those insurances, provided that the insurance carrier(s) permits the same. All other fringe benefits shall cease while on workers' compensation.

MEDICAL APPOINTMENTS: Livingston County will count time an employee with a work-related injury spends at a medical appointment during work hours as time worked. However, every effort must be made by the employee to schedule medical appointments outside of work hours. If an employee has a medical appointment outside of normal working hours, the time spent obtaining medical care is not compensable.

MILEAGE REIMBURSEMENT: Claimants may be entitled to mileage reimbursement when traveling to treating doctors and/or physical therapy. Mileage reimbursement forms will be available from the insurance carrier and will be paid at the IRS rate for medical purposes.

RETURN TO WORK: Employees are expected to communicate with their supervisor and the Human Resources Department regarding the length of absence from the job their injury requires. Employees are encouraged to work with their treating physician to return to work as soon as possible. A release from the employee's treating physician will be necessary in order for an employee to return to work, along with clearance from the Human Resources Department.

FMLA COORDINATION: Please note that FMLA runs concurrently with workers'

compensation time off the job. Employees remain responsible for any cost sharing contributions and buy-up benefit selections made under County Choices.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/policies/Workers%20Compensation%20Policy.pdf>

D. Retirement Plans: Livingston County currently provides pension plans for eligible regular full-time employees covered by this Personnel Manual. The plans are described in detail in the plan document which is available from Human Resources. The terms of the plan document control the benefits provided thereunder and the employee's eligibility for benefits. Livingston County reserves and retains the unilateral right to amend or terminate any benefit, benefit level, employer contribution or benefit plan. An employee's benefits are governed by the plan documents. In the event any conflict between this summary and the plan documents, the plan documents control.

Please see the related link for more information:

<http://www.co.livingston.mi.us/humanresources/2011benefits.asp>

E. Retiree Health Insurance: Certain eligible Elected Officials and certain eligible non-union employees currently may qualify for retiree health insurance or the retiree health savings program as specified in the Livingston County Retiree Health Care Plan or the Livingston County Retiree Health Savings Program documents respectively. Copies of the plans are available by request from Human Resources. The terms of the plan documents control the benefits provided thereunder and the employee's eligibility for benefits. Livingston County reserves and retains the unilateral right to amend or terminate any benefit, benefit level, employer contribution or benefit plan. An employee's benefits are governed by the plan description and plan documents. In the event any conflict between this summary and the plan documents, the plan documents control.

F. Our County Choices: Livingston County offers a flexible benefit program for eligible non-union employees. This program allows each employee to choose those benefits that best meets their individual needs. The program year for the plan is from January 1 through December 31 and is renewed on an annual basis. The terms of the plan document control the benefits provided thereunder and the employee's eligibility for benefits. Livingston County reserves and retains the unilateral right to amend or terminate any benefit, benefit level, employer contribution or benefit plan. An employee's benefits are governed by the plan description and plan documents. In the event any conflict between this summary and the plan documents, the plan documents control.

G. Flexible Spending Accounts: Livingston County currently allows eligible employees to participate in flexible spending accounts established under Section 125 of the Internal Revenue Code for eligible health care and dependent care expenses. Each year, eligible employees who wish to participate in the flexible spending accounts (FSAs) need to elect to participate in the plan and determine what dollar amount they wish to defer via payroll deductions. This annual election amount will then be deducted from their gross paycheck each pay period, before taxes are taken out, and placed into a flexible spending account. The minimum and maximum contributions to the FSAs are set by the Board within federal regulations each year.

The terms of the plan document control the benefits provided thereunder and the employee's eligibility for benefits. Livingston County reserves and retains the unilateral right to amend or terminate any benefit, benefit level, employer contribution or benefit plan. An employee's benefits are governed by the plan description and plan documents. In the event any conflict between this summary and the plan documents, the plan documents control.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/2008PDFs/Flexible%20Spending%20Policy%202008.pdf>

H. Tuition Reimbursement: An eligible regular full-time employee covered by this non-union manual may be eligible for financial assistance for tuition cost for accredited college or university courses taken in a technical, undergraduate, or graduate program after one complete year of full-time County employment. Please refer to the Tuition Reimbursement policy for further details.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/Tuition%20Reimbursement%20Policy%20Mar%202010.pdf>

I. Short Term Disability: Eligible employees will receive a benefit of 66 2/3% of pre-disability earnings after five (5) business days (seven (7) calendar days) of disability for up to ninety (90) days.

Please see the related link for more information:

<http://www.co.livingston.mi.us/humanresources/2011benefits.asp>

J. Long Term Disability: Eligible employees will receive a benefit of 60% of pre-disability earnings after ninety (90) days of disability to age 65 or to the social security normal retirement age.

Please see the related link for more information:

<http://www.co.livingston.mi.us/humanresources/2011benefits.asp>

**SECTION III
ALLOWABLE PAID DAYS**

A. Holidays: Livingston County observes the holidays listed below. All offices will close except those required by law to remain open. Eligible employees shall only receive holiday pay if they work the day before and the day after the holiday, unless excused by their Department Head.

NEW YEAR'S DAY	VETERANS' DAY
MARTIN LUTHER KING JR. DAY	THANKSGIVING DAY
PRESIDENTS' DAY	FRIDAY AFTER THANKSGIVING DAY

MEMORIAL DAY	CHRISTMAS EVE DAY
INDEPENDENCE DAY	CHRISTMAS DAY
LABOR DAY	NEW YEAR'S EVE DAY
COLUMBUS DAY	

When New Year's Day, Independence Day, Veteran's Day, or Christmas Day fall on Saturday, the preceding Friday shall be a holiday. When New Year's Day, Independence Day, Veterans' Day or Christmas Day fall on Sunday, the following Monday shall be a holiday. When Christmas Eve or New Year's Eve fall on Friday, the preceding Thursday shall be a holiday. When Christmas Eve or New Year's Eve fall on Saturday or Sunday, the preceding Friday shall be a holiday.

An employee who is scheduled to work on a holiday recognized under this manual, or who otherwise agrees to work on such a holiday, but fails to report for work unless otherwise excused for a reason satisfactory to the Employer, shall not be entitled to holiday pay.

Part-time employees approved to work 21 or more hours shall receive a prorated amount for holiday pay based on the number of hours budgeted/approved to work.

B. Vacation Days: Eligible non-union employees who regularly work 21 hours or more and are classified/budgeted as such will receive paid vacation time. Eligible employees shall accrue, on a biweekly pay period basis, paid vacation days in accordance with the following schedule:

SCHEDULED 40 HOURS PER WEEK	YEARLY	PER PAY PERIOD
1 through 4 years of service	12 Days	3.70 Hours
5 through 9 years of service	17 Days	5.24 Hours
10 or more years of service	22 Days	6.78 Hours

SCHEDULED 30-39 HOURS PER WEEK	YEARLY	PER PAY PERIOD
1 through 4 years of service	9 Days	2.77 Hours
5 through 9 years of service	11.5 Days	3.54 Hours
10 or more years of service	16.5 Days	5.08 Hours

SCHEDULED 21-29 HOURS PER WEEK	YEARLY	PER PAY PERIOD
1 through 4 years of service	5 Days	1.54 Hours
5 through 9 years of service	7.5 Days	2.31 Hours
10 or more years of service	10 Days	3.08 Hours

Vacation days must be scheduled in advance with the Department Head. Department Heads retain the right to approve and disapprove, in whole or in part, vacation requests and may reschedule vacation dependent upon the department's

operational needs.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/policies/Vacation%20Policy.pdf>

C. Sick Days: Livingston County provides paid sick days for eligible non-union employees. Employees may use sick time when they are not able to come to work because of an employee's illness, an accident, the illness of a family member, or to attend medical appointments. Employees will have six days of sick leave deposited into his or her sick bank at the beginning of each year. Sick days are prorated for part-time employees, and for employees hired after January 1st of each year.

Non-union staff members who are working 21 or more hours per week are eligible to receive sick time in accordance with the following schedule:

SCHEDULED 40 HOURS PER WEEK	6 days, deposited in sick bank January 1 st each year
SCHEDULED 30-39 HOURS PER WEEK	4.5 days, deposited in sick bank January 1 st each year
SCHEDULED 21-29 HOURS PER WEEK	3 days, deposited in sick bank January 1 st each year

1. When an employee MUST miss work for doctor/dentist appointments, the employee must give the Department Head one day advanced notice.
2. An employee who finds it necessary to use sick time for an accident or illness must notify his/her supervisor no later than two hours after the start of the work day, if possible.
3. Upon retirement (see Retirement Section) or death, 50% of accumulated sick leave up to a maximum of 72 days will be paid to the employee or his/her estate, based upon the employee's current salary if the employee has attained 10 years of service.
4. Sick days will not be granted for absences due to weather conditions, transportation problems or other reasons except those specified herein.
5. Employees returning to work from an illness or leave of absence of more than five days may be required to submit a statement from his/her physician to certify his/her ability to return to work or to verify the illness. This note must be received no later than the employee's first day back to work.
6. Employees taking sick leave on their last scheduled day of work before a holiday or vacation may be required to submit a statement from their physician to verify the illness. It shall be the employee's responsibility to check with his/her Department Head when calling in to determine if the statement is necessary.
7. Before December 31 of each year, unused sick days will be paid to the employee at a rate of 50% of the December 31 compensation value; OR, at the employee's option, the employee may roll over 100% of their remaining sick time, as of December 31, into the reserve sick day bank provided the bank does not

exceed 72 days. Any amount exceeding 72 days will be forfeited. Generally this payment for sick leave or roll over will occur in early December.

8. An employee who is not eligible for retirement under Sick Days in #3 above and who has ten or more years of service with the County and leaves County employment will be paid for 50% of all accrued sick days to a maximum of \$400.
9. After a Fair Labor Standards Act (FLSA) exempt employee has exhausted their accumulated sick time, absences due to illness of less than one day shall be deducted from any exempt employee's pay as a full day.

D. Reserve Sick Banks: Eligible non-union employees with sick reserve banks may utilize this time as they would earned sick leave.

SECTION IV LEAVE OF ABSENCE

A. Personal Leave: A regular employee that has completed six (6) months of employment may request an unpaid personal leave of absence for a period not to exceed one hundred eighty (180) days. An eligible regular employee who has been granted a leave may not request a subsequent leave during the same calendar year and/or until 365 days after expiration of the previously granted personal leave. All requests must be in writing, must give the reason for the request, must give the expected duration of the leave and must be approved by the employee's Department Head. A personal leave of absence may be granted to attend an educational institute, or for other reasons deemed appropriate by the employee's Department Head other than for FMLA purposes. All personal leaves of absence shall be without pay and benefits. Employees may continue insurance coverages at their own expense during a personal leave of absence. An employee will not accumulate sick leave or vacation time, nor will be paid for holidays which may fall during the leave period. An individual who does not return from leave, or whose leave exceeds 180 days will be subject to discharge.

B. Military Training Leave: Military Reserve or National Guard Leave of Absence: Upon presentation of official orders requiring training, a regular full-time employee who is a member of an armed forces reserve unit or National Guard will be granted a leave of absence to engage in annual training. Upon presentation by a regular full-time employee of compensation records identifying the date of and payment made for the training program, the County shall pay the difference between the compensation received for the training and the compensation that would have been received had the regular full-time employee worked as scheduled for up to ten (10) working days annually. In the event that the annual training required for an employee exceeds the ten (10) days specified above, the additional days shall be granted as a leave of absence without pay (or charged against the employee's accumulated vacation leave, if requested by the employee).

C. Family and Medical Leave Act (FMLA) Leave: An eligible employee who has completed twelve (12) months of employment and has worked at least 1250 hours in the

past twelve (12) months may request an unpaid leave of absence for a period not to exceed twelve (12) weeks in any twelve (12) month period measured forward from the date the employee's FMLA leave first begins. The request should be in writing, must give the reason for the request and must give the expected duration of the leave. The leave may be taken for the following reasons:

1. A serious health condition that makes the employee unable to perform the functions of his/her position;
2. In order to care for the employee's spouse, child or parent if the person being cared for has a serious health condition;
3. Because of the birth of a child of the employee, and in order to care for the child within twelve (12) months of the child's birth;
4. Because of the placement of a child with the employee for adoption or foster care, and in order to care for the child within twelve (12) months of the child's placement.

Unless leave is taken for the employee's own serious health condition or that of his or her child or spouse, the total leave taken by spouses when both are employed by the Employer is limited to twelve (12) ~~months~~ weeks.

INTERMITTENT LEAVE: Unless the Employer agrees, leave for the birth or placement of the employee's child, or to care for the child within twelve (12) months of the child's birth or placement, may not be taken intermittently or on a reduced leave schedule. If medically necessary, leave for the employee's serious health condition or to care for a seriously ill spouse, child, or parent, may be taken intermittently or on a reduced leave schedule.

SUBSTITUTION OF PAID LEAVE: An employee is required to use all accrued paid sick days and vacation days for leave taken for the employee's serious health condition or to care for a seriously ill spouse, child, or parent. An employee is required to use all accrued paid vacation days for leave taken for the birth or placement of the employee's child, or to care for the child within twelve (12) months of the child's birth or placement. An employee may not use accrued paid sick days for leave taken for the birth or placement of a child or to care for the child unless the employee or the child has a serious health condition.

SCHEDULING AND NOTICE BY EMPLOYEES: When leave is taken for the birth or placement of the employee's child or to care for the child within twelve (12) months of the child's birth or placement, and the leave is foreseeable based on the expected birth or placement, the employee must provide not less than thirty (30) days notice before the date the leave is to begin. However, if the date of the birth or placement requires the leave to begin in less than thirty (30) days, the employee must provide such notice as is practicable.

When leave is taken for the employee's serious health condition, or to care for a seriously ill spouse, child or parent, and the leave is foreseeable based on planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the Employer's operations, and must provide not less than thirty (30) days notice before the date the leave is to begin. If the date of treatment requires leave to begin in less than thirty (30) days, however, the employee

must provide such notice as is practicable.

MEDICAL CERTIFICATION: When leave is taken for the employee's serious health condition, or to care for a seriously ill spouse, child or parent, the Employer may require certification issued by the health care provider of the employee or of the spouse, child, or parent of the employee, as appropriate. This certification must include the date the condition began, its probable duration, appropriate medical facts within the knowledge of the health care provider regarding the condition, and a statement that the employee is unable to perform his/her job function or is needed to care for a sick family member for a specified time.

For leave taken intermittently or on a reduced leave schedule, further certification requirements are as follows:

1. When there is planned medical treatment, the certification must include the dates on which treatment is expected and its duration.
2. When leave is taken for the employee's serious health condition, the certification must include a statement of the medical treatment necessary for such leave and its expected duration.
3. When leave is taken to care for a seriously ill family member, the certification must include a statement that such leave is necessary for the care of the family member who has a serious health condition or will assist in his/her recovery, and the expected duration and schedule of the leave.

SECOND/THIRD OPINIONS AND RE-CERTIFICATION: The Employer may require, at its own expense if not covered by insurance, a second medical opinion from a health care provider designated by the Employer, but not employed on a regular basis by the Employer. In the event of a dispute concerning the second certification, the Employer may require, at its own expense if not covered by insurance, a third opinion from a health care provider. The employee and Employer must agree on the selection of the third health care provider whose opinion is binding on both parties. The Employer may require that the employee obtain subsequent re-certification on a reasonable basis.

BENEFITS DURING LEAVE: The Employer will continue to pay the Employer's portion of an employee's health insurance premiums for an eligible employee during the period the employee is on leave for any of the reasons under FMLA Subsections 1-4 above. The employee shall be responsible to pay his/her portion, if applicable, of health insurance premiums during the period the employee is on leave for any of the reasons under FMLA Subsections 1-4 above. If an employee's health insurance premium payment is more than 30 days late, the Employer upon 15 days notice to the employee may cease to continue the employee's health insurance coverage if the employee does not pay his/her portion of health insurance premium prior to the specific time. The Employer may recover the employee's share of any premium payments missed by the employee for any FMLA leave period during which the Employer maintains health coverage by paying the employee's share after the premium payment is missed. In all other circumstances, the Employer will not continue to pay health insurance premiums for an employee on an unpaid leave of absence. The employee may continue insurance coverage at his/her own expense during any unpaid leave of absence. The employee will not accumulate paid sick or annual leave nor be paid for the holidays which may fall during the period of unpaid leave. If the employee fails to return after the leave has

expired due to circumstances within the employee's control, the Employer may recover from the employee any premiums which the Employer paid to maintain medical coverage during the leave.

RETURN RIGHTS: Upon return from a leave taken for a reason listed under FMLA Subsections 1-4 above, the employee will be returned to his/her former position or to a position equivalent in pay, benefits, and other terms and conditions of employment. In all other circumstances, the employee is not guaranteed that he/she will be restored to his/her former position or to an equivalent position. The decision will be at the discretion of the Employer.

SERVICEMEMBER FMLA: The FMLA now entitles eligible employees to take leave for a covered family member's service in the Armed Forces ("Servicemember FMLA"). This policy supplements the County FMLA policy and provides general notice of employee rights to such leave. Except as mentioned below, an employee's rights and obligations to Servicemember FMLA Leave are governed by our existing FMLA policy.

Servicemember FMLA provides eligible employees unpaid leave for any one, or for a combination, of the following reasons:

1. A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or
2. To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.

Duration of Servicemember FMLA: When Leave Is Due To a "Qualifying Exigency": An eligible employee may take up to 12 workweeks of leave during any 12-month period.

When Leave Is To Care for an Injured or Ill Service Member: An eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the servicemember. Leave to care for an injured or ill servicemember, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.

Servicemember FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

D. Jury Duty: The Employer shall pay an employee called for jury duty his/her regular straight time rate which he/she would earn if working, less an amount equal to the payment received for jury service. The employee must return to work and work any hours out of his/her scheduled work day that he/she is not actually on jury duty. In order to receive payment, an employee **MUST** give the Employer at least two (2) days prior notice that he/she has been summoned for jury duty, shall furnish satisfactory evidence that he/she reported for or performed jury duty on the day(s) for which he/she claims such payment, and must furnish a copy of the payment(s) received for jury duty. The maximum payment obligation under this section is twenty (20) days per calendar year.

E. Bereavement Leave: Three days funeral leave may be used to attend a funeral in the employee's immediate family (spouse, child or step-child, father or step-father, mother or step-mother, sister or step-sister, brother or step-brother, father-in-law, mother-in-law, grandparents, **grandchildren**, foster children or other legal dependents

living with the employee). Part-time employees shall receive a prorated amount of funeral leave to attend a funeral in the employee's immediate family based on the number of hours approved to work.

When a death occurs to a member of the employee's immediate family who resides in another state, an additional two days funeral leave may be granted by the Department Head. The additional two days are chargeable to sick days. Employees who have not been employed for six months upon approval of their Department Head may take unpaid funeral leave.

F. Voluntary Furlough: Voluntary furlough may be used for temporary periods of non-work status. An employee must submit a request for voluntary furlough hours in writing to the Department Head. It is fully within the discretion of the Department Head whether to grant or deny the request, which must be made in conformance with funding requirements, be it federal or state funding. Please review the Voluntary Furlough policy for more details.

Please see the related policy for more information:

<http://co.livingston.mi.us/HumanResources/pdfs/Voluntary%20Furlough.pdf>

SECTION V COUNTY POLICIES

A. Telephone Calls: Use of County telephones is not permitted for personal calls except in emergencies. Department Heads may require employees to log all telephone calls.

B. Change of Name, Address, Telephone Number, Divorce, Marriage, etc.: If an employee changes their name, phone number, address, marries, divorces, or has children, the employee's supervisor and the Human Resources Department must be notified as soon as possible (and within 30 days) so that records and insurances may be adjusted. It is the employee's responsibility to keep the Human Resources Department up to date regarding these matters.

C. Resignation: Should an employee decide to leave employment, a minimum of two (2) weeks' notice in writing must be given to their Department Head if an employee is to receive accrued vacation. A copy of the written notice will be forwarded to Human Resources. Failure to provide two (2) weeks notice will result in loss of accrued vacation time. Exempt employees, should they decide to leave employment, must notify their Department Head in writing thirty (30) days in advance in order to be eligible for their accrued vacation.

D. Anti-nepotism and Anti-fraternization: It is the policy of the County to prohibit the hiring of relatives in situations where a relative would be under the direct or general supervision of an elected official, Department Head, supervisor or team leader, or to employ relatives where the status of employment of that person might be influenced by an elected official, Department Head, supervisor or team leader.

By adhering to the above policy which prohibits relatives from working in positions where they might have influence over each other's status, or the hiring of those relatives, a potentially discriminatory situation is avoided altogether. Livingston County realizes that there may be existing relationships among employees which are contrary to this policy. It is the purpose of this policy statement to avoid creating any new situations where relatives are employed in spheres of influence relationships, and not to affect the employment of any relationships that currently exist.

RELATIVE: Parent, foster parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law or step relative, or any person with whom the employee has a close personal relationship.

PERSONAL RELATIONSHIP: Relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

SPHERES OF INFLUENCE: Scope in which an employee exerts direct or indirect control over another.

ECONOMIC RELATIONSHIP: Fiduciary relationship in which one employee benefits by receiving financial remuneration such as landlord/tenant relationships or business partnerships.

FRATERNIZATION: Relationship of an intimate or romantic nature between a supervisor and his/her subordinates or conduct that creates the appearance of impression that such a relationship exists.

If a supervisory-subordinate relationship occurs as a result of a marriage between two employees working in the same program area, then the County will attempt to transfer one of the individuals but it is not required to do so. If a transfer does not occur, one of the employees will be required to resign within sixty (60) days of the marriage.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/policies/Anti-Nepotism.pdf>

E. Tobacco-Free and Smoke-Free Workplace: NO tobacco or smoking will be allowed anywhere in any County building or County vehicle. The County is a tobacco-free and smoke-free work place for the health, safety and well-being of all of its employees and visitors. Smoking will be prohibited within a reasonable distance of any entrances, windows and ventilation systems to any enclosed areas; such reasonable distance shall be a distance sufficient to ensure that persons entering or leaving the building or facility shall not be subjected to breathing tobacco smoke and to ensure that tobacco smoke does not enter the building or facility through entrances, windows, ventilation systems or any other means. There are designated smoking areas located outside the building.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/Smoking%20Policy.pdf>

F. Substance Abuse Policy: It is the intent of Livingston County to provide a drug-free, safe and secure work environment for employees. To ensure a safe and efficient work place, Livingston County will strictly enforce the following rules:

1. No employee shall possess, distribute, use or be impaired by alcohol or illegal prohibited drugs on Livingston County property, while on Livingston County business, or during working hours, including rest and meal periods. "Illegal prohibited drugs" are those substances that are illegal to sell or possess.
2. Where management has reason to believe that an employee may be under the influence of drugs or alcohol, Livingston County, at its discretion, may require the employee to submit to breath, urine or blood testing, at Livingston County's expense, to determine the presence of drugs or alcohol. Refusal to submit to such testing may result in immediate dismissal.
3. Employees subject to the Drug-Free Work Place Act who are convicted of any criminal drug violation occurring in the workplace must report such conviction to their supervisor within five (5) days of the conviction.

Livingston County sincerely desires to help employees who have alcohol or drug-related problems. It is the employee's responsibility to seek assistance. Requests for such a leave of assistance will be considered confidential. However, seeking assistance after disciplinary action has begun or is imminent will not preclude disciplinary action.

Employees with drug or alcohol problems which have not resulted in, or are not the immediate subject of, disciplinary action may request approval to take unpaid leave to participate in an approved rehabilitation or treatment program. Requests for such a leave of absence will be considered confidential. The cost of participating in the program may be covered by the health insurance provided by the County, as outlined in your summary plan description (SPD). The County will require the employee to demonstrate satisfactory completion of the program before he or she returns to work.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/Drug%20Free%20Workplace%20Policy.pdf>

G. Outside Employment: While outside or supplemental employment is discouraged, employees may engage in outside or supplemental employment in accordance with the following limitations. In no case shall outside or supplemental employment conflict with or impair your responsibilities to the County.

Any employee desiring to participate in outside or supplemental employment must obtain permission of his/her Department Head in writing prior to engaging in outside or supplemental employment. In the case of outside or supplemental employment by a Department Head, the Department Head must receive written permission to engage in outside or supplemental employment in advance from the appropriate committee of the Livingston County Board of Commissioners. All employees engaged in outside or supplemental employment shall:

1. Not use County facilities as a source of referral for private customers or clients,
2. Not be engaged in during the employee's regularly scheduled working hours,
3. Not use the name of the County or any County agency as a reference or credential in advertising or soliciting customers or clients,

4. Not use County supplies, facilities, staff or equipment in conjunction with any outside or supplemental employment or private practice,
5. Maintain a clear separation of outside or supplemental employment from activities performed for the County, and
6. Not cause any incompatibility, conflict of interest, or any possible appearance of conflict of interest, or any impairment of the independent and impartial performance of employee's duties.

The County shall not be liable, either directly or indirectly for any activities performed during outside or supplemental employment.

H. Work Rules: All County employees are expected to adhere to the following rules of conduct as well as the rules and policies previously mentioned. The list is not intended to be an all-inclusive list of rules of conduct expected of employees. Further, the list may be added to, modified or supplemented by the County Board of Commissioners or the employee's Department Head. The purpose of the work rules is to set forth some guidelines for conduct violation of which will result in disciplinary action, including possible discharge. Other types of behavior can subject an employee to disciplinary action including discharge. Further, all employees serve on an at will basis and may be terminated with or without cause.

TARDINESS: Employees who are late may be docked for time lost, otherwise disciplined and/or dismissed at the discretion of the Department Head.

ABSENTEEISM: Employees are required to notify their immediate supervisor prior to any absence as soon as possible.

DRESS AND GROOMING: Employees are expected to maintain a neat and well groomed appearance in accordance with their position and working conditions. A Department Head may implement a code for his/her department. If you believe a certain manner of dress, personal appearance or hygiene is necessary because of religious beliefs, medical condition or an otherwise legally protected reason, you must notify your Department Head of this reason, in writing, before you report to work. Livingston County may require you to provide appropriate proof of this belief, condition or otherwise protected reason.

PUBLIC DECORUM: All employees must maintain a pleasant and helpful attitude in dealing with members of the public and co-workers, whether by telephone or in person.

ACCEPTANCE OF GIFTS: Employees shall not accept any gifts or gratuity from any individual or agency that may be construed as influencing a decision of a County employee.

PERSONAL MAIL: Personal mail should not be addressed to the County address. Employees shall not use County postage or other property for personal business.

VISITORS: Friends, relatives and children of employees are not allowed in the working areas without the approval of the Department Head.

THEFT: The theft, attempted theft, or neglect of property of the County, its visitors or employees is prohibited.

Unauthorized use of County property, equipment, or facilities (including telephones and duplicating equipment) is prohibited.

Falsification or unauthorized altering of employment application information or pre-employment documents, records (payroll or program records), or County records is prohibited.

Refusal to obey or willful failure to carry out the instructions of supervisory personnel, including the assigned duties of the job is prohibited.

The following are also prohibited:

1. Failing to report to work when scheduled
2. Improper use of sick leave or other leaves of absence
3. Falsification of information to secure sick leave or other leaves of absence or fringe benefits or reimbursement
4. Abuse of break or lunch periods
5. Violation of departmental rules on confidentiality
6. Inefficiency or incompetency or neglect of duty
7. Reporting to work or working in an intoxicated condition. Consumption or possession of alcohol or illegal drugs or substance (such as marijuana) on County premises or property while on or off duty
8. Use of obscene language in public office areas
9. Threatening other persons or instigating a fight
10. Unauthorized possession of firearms, dangerous weapons or personal protection devices
11. Verbally abusing or physically attacking customers, clients, visitors or County personnel
12. Conduct disruptive to the work of other employees
13. Carelessness or negligence which results in an injury to another employee, client or visitor
14. Illegal activity on County premises (misdemeanor or felony) during work or non-work hours
15. Violation of rules concerning outside supplemental employment
16. Instigating, aiding, or participating in any illegal strike or work stoppage
17. Dishonesty, disrespect or verbal abuse or insubordination to any supervisor or Department Head

PERSONAL EQUIPMENT AND VALUABLES: It is impossible to secure insurance coverage for personal equipment and valuables brought on County premises. You are discouraged from having personal items at your office and the County cannot be responsible for any loss or damage to such items.

COUNTY PROPERTY - Employees shall conform to all rules for use and treatment of County facilities and property, and shall not use any County property, equipment, facilities or staff for personal matters or gain.

I. Political Activity: Every employee has the right to freely express his or her views as a citizen and to cast a vote as he or she may wish. Coercion for political purposes is

strictly prohibited. Employees of federally aided programs are, however, prohibited from participation in partisan political activity under the Federal Hatch Political Activities Act.

No employee shall engage in any partisan political activity or campaigning for a non-partisan elective office during scheduled working hours or while on duty or while off duty wearing a uniform or other identifying insignia of County office or employment. Solicitation of signatures or contributions or nominating petitions is prohibited during working hours. County employees shall not engage in political activity on County time. Employees must use unpaid time off, vacation time or compensatory time when participating in all political/charitable fundraisers, i.e. golf outings, luncheons. No employee shall be required to engage in a campaign for election of any candidate.

J. Reporting Illegal and Unethical Activity: Any employee who, during the course of employment, believes that he or she has been requested or required to engage in an illegal or unethical act, or to engage in otherwise improper activity which would constitute a violation of this Code of Conduct, must report that fact immediately, in writing, to their Department Head who will promptly undertake to investigate the allegations and take remedial action, if necessary. If the Department Head is the individual about who is the subject of the complaint, the employee shall notify the County Administrator. If such a report is made in good faith, Livingston County will protect the reporting employee from any retaliation or other detrimental impact upon his or her employment.

K. Information and Technology Policy: This policy sets forth Livingston County's policies with regards to information technology ("IT") resources (e.g., e-mail, electronic voice and video communication, facsimile, the Internet and future technologies), including County access to, review or disclosure of electronic files, electronic mail and electronic voice and video communications through or stored on any part of the IT resources systems. The Chief Judge or Prosecutor reserves the exclusive right to access, review or disclose electronic files for his/her respective employees and IT resources. This policy also sets forth the policies on the proper use of the IT resources systems. These policies do not constitute a contract. The County reserves the right to change them at any time.

1. GENERAL POLICY: The IT resources are intended to assist in the efficient and effective day to day operations of County departments and agencies, including collaboration and exchange of information within and between County departments/agencies, other branches of government and outside contacts. These resources also provide public access to certain public information.

The IT resources system is to be used for County-related purposes only. The County treats all information stored through or stored in these systems including, but not limited to, voice communication and e-mail messages, as County information.

The County has the capability to access, review, copy, modify and delete any information transmitted or stored in the system, including voice and e-mail messages. The County, Prosecutor or Chief Judge reserves the right to access, review, copy, modify or delete all such information for any purpose and to disclose it to any party if legally compelled to do so, or if the County otherwise deems it appropriate.

Those voice or other IT resources files containing personal information of an employee as a result of an employee's making incidental use of the IT resources system for personal purposes, including the transmission of personal voice and e-mail messages, will be treated no differently than other files, i.e., the County reserves the right to access, review, copy, modify, delete or disclose them for any purpose required by law, or which the County deems appropriate in its discretion. Accordingly, employees should not use the IT resources system to send, receive or store any information that they wish to keep private. Employees should treat the IT resources system like a shared file system -- the files or messages sent, received or stored anywhere in the respective systems will be available for review by authorized representatives of the County and, may be disclosed to third parties.

2. PROHIBITED USES OF IT RESOURCES: The following uses of the IT resources system are strictly prohibited, and violation of these policies may result in discipline, up to and including immediate discharge and, where appropriate, civil and/or criminal liability. The list of prohibited uses of IT resources is for illustration purposes only and is not intended to be all-inclusive. Individuals may be disciplined, or subject to civil or criminal liability for matters not listed below:
 - (a) Distribution of offensive or harassing statements, transmission of defamatory, obscene, offensive or harassing messages or messages that disclose personal information without authorization.
 - (b) Distribution of incendiary statements which may incite violence or describe or promote the use of weapons or devices associated with terrorist activities.
 - (c) Distribution or solicitation of sexually oriented messages or images.
 - (d) Any use of County-provided IT resources for illegal purposes or in support of such activities.
 - (e) Any use of IT resources for commercial purposes, product advertisement or "for-profit" personal activity.
 - (f) Any sexually explicit use, whether visual or textual.
 - (g) Duplicating, transmitting or using software which is not in compliance with software licensing agreements and/or unauthorized use of copyrighted materials or other person's original writings.
 - (h) Wasting IT resources, for example:
 - i. Placing a program in an endless loop;
 - ii. Printing unnecessary amounts of paper;
 - iii. Disrupting the use or performance of County-authorized IT resources or any other computer system or network;
 - iv. Storing any information or software on County-provided IT resources which are not authorized by the Information Services Department.
 - (i) Security violations including, but not limited to:
 - i. Accessing accounts within or outside the County's computers and communication facilities for which you are not authorized or do not have a business need;

- ii. Copying, disclosing, transferring, examining, renaming, or changing information or programs belonging to another user unless you are given express permission to do so by the person responsible for the information program;
 - iii. Knowingly or inadvertently spreading computer viruses;
 - iv. Distributing "junk mail" such as chain letters, advertisements or unauthorized solicitations;
 - v. Transmitting confidential information without proper security and authority.
- (j) NO GAMES ARE PERMITTED TO BE LOADED UPON, OR UTILIZED ON COUNTY COMPUTERS.

To view the IT Policy, control & click to the following link: [IT Policy](#)

L. Credit Card Use Policy: The overall goal of the County's Credit Card Use Policy is to ensure fiscal control and accountability for credit cards issued in the name of Livingston County. Because these credit cards are issued in the name of Livingston County, they create an unusual exposure to liability for the County. This policy has been developed to ensure that users of these credit cards understand their responsibilities and proper use of the credit cards. Credit card privileges may be rescinded at any time at the discretion of the Department Director and/or County Administrator (or designee) if policies and/or procedures are not followed. The County Administrator (or designee) will audit credit card usage and the cardholders will be personally liable for any unauthorized use that occurs on their credit card.

1. **PURPOSE OF CARDS:** Credit cards will be issued to permanent County employees with pre-approval by their respective Department Director. No person other than the person to whom the credit card is issued is authorized to use the assigned credit card. The Department Director (or Designee) will provide training to the employee prior to the issuance of the credit card to ensure that all policies and procedures are understood. An employee will not be issued a credit card unless training has taken place.
2. **PURCHASE PROCESS:** The cardholder will present the credit card at the time of purchase. As a governmental agency, Livingston County is exempt from sales tax and the cardholder must take appropriate measures to ensure that the County is not charged tax on purchases. The tax exemption number will be located on the face of the card and should be noted prior to completing the sale to ensure that no taxes are charged.

The cardholder must sign the receipt and keep a copy of the charge receipt and transaction receipt when they leave with their purchase. Transaction details for all charges made during a month should be entered onto the Monthly Transaction Log. All related charge receipts for that month should be kept and filed together with the Monthly Transaction Log.

The cardholder may also place an order over the telephone or internet. When a telephone or internet order is placed, the cardholder should print a copy of both the order confirmation and the invoice receipt showing prices and shipping charges. The internet

transaction should be entered on the Monthly Transaction Log. When the goods are received, the cardholder should check the goods against the Monthly Transaction Log entries and enter the date of delivery. The cardholder must keep all shipping documents together with the corresponding charge receipts and file them with the cardholder's Monthly Transaction Log. All goods must be shipped to an official Livingston County business address.

Please see the related policy for more information:

<http://www.co.livingston.mi.us/humanresources/pdfs/P02%20-%20Credit%20Card%20Procedure.pdf>

M. Conferences and Training: The County recognizes the value in maintaining employees who are well trained in the particular knowledge, skills, and abilities needed to use the equipment, techniques and procedures utilized in accomplishing their assigned tasks. Reimbursement may be made for actual expenditures for overnight accommodations and other expenses subject to certain limitations.

Please see the Conferences and Training policy for more details.

<http://www.co.livingston.mi.us/humanresources/pdfs/Conference%20and%20Training%20Policy%20031510.pdf>

N. ID Policy: All County employees, contracted employees and State employees working in County facilities will be required to wear their photo identification badges while at work, with the exception of County Emergency Services employees and deputized uniformed Officers. Department Directors may establish departmental rules allowing employees an exemption from wearing their badges while in their department.

OVERVIEW: The ability to quickly identify those persons who are authorized to use the County's computer systems is an important component of our computer security procedures. As such, the issuance and required wearing of identification badges is needed to promote a more secure physical environment for the safeguarding of Livingston County computer systems and data.

PURPOSE: The purpose of this policy is to provide a means to further safeguard the County's computer systems and data, to provide procedures to see that only authorized persons have access to the County's computer system/data and to establish a standard for creation and usage of Identification badges for use in Livingston County.

SCOPE: The scope of this policy includes all of Livingston County personnel, contracted employees and State employees while working in a county office and/or facilities as well as designees of the IT Department who are authorized to work on computer equipment.

ENFORCEMENT: Elected Officials/Department Heads will be responsible for enforcement of this policy.

The photo identification badges (ID Cards) will be issued by the Human Resources Department. All new employees must report to Human Resources to have their photo ID badges created prior to being given access to a County computer.

Any request to replace an employee's ID badge must be made through the employee's supervisor or Department Head to the Human Resources Department.

The photo ID badges are the property of Livingston County. Any unauthorized use or abuse of the County's ID badges is prohibited.

IT personnel will be separately identified by a yellow lanyard attached to their ID badges. IT vendors will wear a visitor's badge with a yellow lanyard.

The photo ID badges will also serve as identification to the public of County field and office personnel.

EMPLOYEE COMPLAINT PROCEDURE

SCOPE AND PURPOSE: To allow for the appeal of an interpretation or application of personnel policies, disciplinary action, or discharge matter. This complaint procedure shall be applicable to regular County employees covered under this Manual excluding, however, employees employed by elected County officials (Sheriff, Treasurer, Clerk, Register of Deeds, Drain Commissioner, Prosecutor) for disciplinary or discharge matters.

Grievances of employees working for Elected Officials for disciplinary or discharge matters who are not covered by a collective bargaining contract may be considered under this procedure if such Elected Official, at their option, permit the same, and requests processing of the appeal in writing to Human Resources. This complaint procedure is also not applicable to any County Elected Officials or County employees who receive direct appointment by the County Board of Commissioners such as appointed Department Heads.

However, nothing contained in this Complaint Procedure shall alter the fact that regular County employees covered under this Manual are and shall continue to be at-will employees.

APPEAL PROCEDURE: Should any regular employee of Livingston County to which this procedure is applicable, have a complaint about an interpretation or application of personnel policies, disciplinary action or discharge matter, the following steps will be taken:

STEP 1	All complaints shall be submitted within five (5) working days of its occurrence or when the employee should reasonably have obtained knowledge of its occurrence. If not so submitted, the complaint shall be considered automatically closed.
	The employee shall reduce the complaint to writing and present it to his/her Department Head as outlined above. The complaint shall be signed by the employee. The Department Head shall, within ten (10) working days after receipt of the written complaint, give his/her decision in writing.
	Unresolved complaints shall proceed to Step 2, provided they have been appealed within five (5) working days from the date the Department Head's answer was received or due.

STEP 2

In the event the complaint is not settled at Step 1, the employee may request the matter be reviewed by the Personnel Committee. Such a request must be in writing and submitted to Human Resources within five (5) working days from the receipt of the Department Head's answer or when it was due.

PERSONNEL COMMITTEE: The Personnel Committee shall be charged with hearing such complaints properly appealed to Step 2:

- Upon receipt of the written request to appeal the complaint to Step 2, Human Resources will verify that the complaint has been filed within the prescribed time limits and has completed review at the department level in Step 1.
- Those complaints properly appealed to Step 2 will then be scheduled whenever possible for hearing within thirty (30) calendar days from the date the appeal is filed in Human Resources.
- Minutes will be taken of the hearing which will include the names of those persons participating, copies of any exhibits presented and the final action taken by the Personnel Committee on the complaint. Under certain circumstances, however, the Personnel Committee may require transcripts be taken of the hearing by a certified court stenographer/recorder and placed on file with Human Resources.
- The employee may present witnesses and evidence and be represented by an attorney or other person of his/her choosing.
- The Department Head may also present witnesses and evidence and be represented by civil counsel.
- The Personnel Committee shall not be bound by technical rules of evidence, nor shall informality in any of the proceedings or in the matter of taking testimony invalidate any decision approved by the Committee.
- The decision of the Personnel Committee shall be binding and final on all parties.
- Any complaint not appealed from Step 1 and Step 2 within the prescribed time limit shall be considered dropped and not subject to further appeal.

Resolution #2011-08-234

Approved: August 15, 2011

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO EXEMPT LIVINGSTON COUNTY FROM THE PROVISIONS OF 2011 P.A. 152 FOR CALENDAR YEAR 2012 AND 2013

WHEREAS, on September 27, 2011, P.A. 152 of 2011 took immediate effect to limit public employers' expenditures for employee medical benefit plans; and

WHEREAS, on October 3, 2011 the Livingston County Board of Commissioners adopted the non-union employees, elected officials, and judges health plan and other benefits for 2012; and

WHEREAS, the 2012 health plan has non-union employees, elected officials, and judges hired before November 1, 2009 paying 10% toward the cost of health and dental benefits and those hired on or after November 1, 2009 contributing 20%; and

WHEREAS, on November 7, 2011 the Livingston County Board of Commissioners adopted the budget for fiscal year 2012; and

WHEREAS, the adopted Livingston County Budget for fiscal year 2012 is balanced, maintains responsible recommended general fund equity balances and funds current employee medical benefit plans within anticipated revenues; and

WHEREAS, the employees of Livingston County have already taken on a greater portion of health care expenses both through plan changes with increased deductibles and co-pays and through direct premium sharing through payroll deduction; and

WHEREAS, Livingston County employees have been contributing at some level for over a decade and both represented and non-represented employee groups have continued to contribute at increasing rates; and

WHEREAS, as a result of the Livingston County Board of Commissioner's active management, County employee contributions to the cost of health insurance serve to limit Livingston County's health insurance expenses; and

WHEREAS, a recent tentative agreement with the sergeants' union, if approved by the Board of Commissioners, would obligate the Board to opt out of PA 152 of 2011 for 2012 and 2013; and

WHEREAS, Section 8 of Act 152 authorizes a local unit of government, defined to include a County government, upon a 2/3 vote of the governing body, to exempt itself from the requirements of the act for the next succeeding medical benefit plan coverage year; and

WHEREAS, Livingston County employees have demonstrated by their actions a continued willingness to share in the burden of meeting the significant economic challenges facing Livingston County and all of Michigan.

NOW, THEREFORE, BE IT RESOLVED, that acting pursuant to the authority granted a County under Section 8 of Act 152 of 2011, the Livingston County Board of Commissioners hereby exempts Livingston County from the requirements of 2011 P.A. 152 for the medical benefit plan coverage years 2012 to 2013 (January 1, 2012 through December 31, 2013).

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
Human Resources Department

Administration Building
304 E. Grand River, Suite 205, Howell, Michigan 48843

Jennifer J. Palmbos
(517) 540-8790
Human Resources/Labor Relations Director
Fax (517) 546-6657
jpalmbos@co.livingston.mi.us

November 28, 2011

Livingston County Board of Commissioners:

Public Act 152 of 2011 limits the amount that public employers in Michigan may pay toward health insurance in a given plan year either to 80% or specific dollar amounts. There is also a provision allowing some local units of government, including Counties, to exempt themselves from the Act on an annual basis. Board action to exempt itself from the provisions of the Act is considered to be in compliance with the Act.

While Counties across Michigan are reacting in various ways, after review of Livingston County's historical plan changes and employee cost sharing, as well as provisions within the sergeants tentative agreement, County Administration strongly recommends that Livingston County exempt itself from PA 152 for the Benefit Plan Years beginning on January 1, 2012 and ending December 31, 2013.

As of January 12, 2012, all groups except for 911 Dispatchers contribute either 5%, 10%, or 20% to the cost of their health insurance, plus any costs associated with a buy up plan. In addition, employees who cover their spouses contribute a spousal surcharge of \$260.00 per year. For 2012, the total amount for a family with a spouse at 5% is **\$1,105** annually (applies to Deputies and Lieutenants, and tentatively agreed to for Sergeants). At 10% employees pay **\$1,949** annually (applies to Non-union, Courts, EMS). At 20%, employees pay **\$3,638** annually (applies to all new hires, except Dispatchers).

The Board of Commissioners has actively managed changes to plans, benefits, and insurance carriers. Our base plan is now an 80/20 split with \$1,000 family deductibles and maximum family copays of \$3,000. As a result, County employee contributions to the cost of health insurance serve to limit Livingston County's health insurance expenses.

A recent tentative agreement with the Sergeants' union, if approved by the Board of Commissioners, would obligate the Board to opt out of PA 152. The sergeants recently agreed to the same cost-sharing and benefit provisions that Deputies and Lieutenants previously agreed to for 2012 and 2013. Under PA 152 of 2011, union agreements that are "signed on or after September 15, 2011 shall not include terms that are inconsistent with the requirements of [the Act]." Thus, in order to avoid violating our agreement with

the Sergeants, should the Board of Commissioners approve such agreement, it is necessary that the Board exempt itself from the provisions of the Act for 2012 and 2013.

Employee groups have been cooperative and worked with the County in accepting wage freezes and benefits concessions. As previously mentioned all bargaining units except 911 Dispatchers have settled their contracts and are contributing near or equal to the amount non-union employees are contributing.

As the economic challenges continue, the employees of Livingston County have used many resources to reduce costs and maintain service levels. Through early retirement, attrition, and careful scrutiny of positions, there are fewer employees who work to provide the needed services to the citizens of Livingston County.

Livingston County has made the difficult decisions that others have deferred in making plan design changes and changing co-pays, con-insurance, and premium sharing amounts. These choices which were made as long as a decade ago have proven valuable.

Claim#	Claimant	Description	Amount
101	BOARD OF COMMISSIONERS 101 101-726.000	OFFICE SUPPLIES	39.68
		OFFICE DEPOT	
		OFFICE SUPPLIES Total	39.68
101	101-956.000	MISC. EXPENSE	525.00
	ANN ARBOR.COM	1000612362, VETERANS JOB FAIR	
		MISC. EXPENSE Total	525.00
131	CIRCUIT COURT 101 131-726.000	BOARD OF COMMISSIONERS Total	564.68
		OFFICE SUPPLIES	
94	OFFICE DEPOT	CABINET JUDGE HATTY	118.48
95	OFFICE DEPOT	1 DZ PENS \$9.31, ALEVE 2PK 50	216.99
443	OFFICE DEPOT	2 DZ PENS \$25.20	25.20
444	OFFICE DEPOT		247.23
437	ALLEGRA PRINT & IMAGING OF	1748, 1000 ENVELOPES	136.14
		OFFICE SUPPLIES Total	744.04
101	131-801.010	VISITING JUDGE	
	LATREILLE, STANLEY	VISITING JUDGE Total	559.68
101	131-802.000	ATTORNEY FEES-INDIGENT	
456	COMBS, STACY	FOC SHOW CAUSE HEARINGS	250.00
460	NALLEY, HEATHER KS		15.00
436	NALLEY, HEATHER KS		202.50
433	NALLEY, HEATHER KS		78.75
434	NALLEY, HEATHER KS		168.75
461	PERRAULT, MITCHELL		180.00
454	HOUGABOOM, WILLIAM H	10-43067DM, 96-24335DM, 06-388	250.00
458	BALMFORTH, JAMES		100.00
457	BALMFORTH, JAMES	07-38958DM, 08-40263DM, 09-426	250.00
455	NEVILLE, DONALD J.	FOC 2ND HEARINGS	250.00
459	WILCOX, MARCUS D.	TANNER	67.50
		ATTORNEY FEES-INDIGENT Total	1,812.50
101	131-804.000	TRANSCRIPTS/STENOS	
446	COX, KRISTI	TRANSCRIPTS/STENOS Total	82.25
101	131-819.010	CONTRACT- PUBLIC DEFENDER	
441	JAMES BUTTREY	RETAINED ATTY	100.00
442	RAUPP CONSULTING SERVICES	PEO V COLEMAN 11-19782FH	400.00
		CONTRACT- PUBLIC DEFENDER Total	500.00
101	131-851.000	TELEPHONE	
440	READER, DAVID J.	TELEPHONE Total	71.79
101	131-860.010	TRAVEL-PERS REIM	
438	HATTY, MICHAEL P.		52.00
440	READER, DAVID J.		41.00
		TRAVEL-PERS REIM Total	93.00
		CIRCUIT COURT Total	3,863.26

Claim#	Claimant	Description	Amount
136	DISTRICT COURT 101 136-726.000	OFFICE SUPPLIES	
332	OFFICE DEPOT	PAPER	116.64
333	OFFICE DEPOT	WALL SIGN	68.99
		OFFICE SUPPLIES Total	185.63
101	136-804.000	TRANSCRIPTS/STENOS	
331	WILLARD, SHEILA	TRANSCRIPTS/STENOS Total	345.50
148	PROBATE COURT 101 148-726.000	DISTRICT COURT Total	531.13
496	OFFICE DEPOT	OFFICE SUPPLIES	110.55
		1 DZ PENS \$8.38	
		OFFICE SUPPLIES Total	110.55
101	148-802.000	ATTORNEY FEES-INDIGENT	
242	JAMES A. SHAY		200.00
238	MCCUTCHEON, BEVERLY A		200.00
237	MCCUTCHEON, BEVERLY A		200.00
236	MCCUTCHEON, BEVERLY A		200.00
232	COMBS, STACY		200.00
239	MORRISON, WILLIAM M		200.00
235	HOUGABOOM, WILLIAM H		70.00
234	HOUGABOOM, WILLIAM H		70.00
241	NEWMAN, DIANA R.		70.00
240	NALLEY, CHRISTOPHER M.		200.00
243	SAFRAN, BARBARA J		70.00
		ATTORNEY FEES-INDIGENT Total	1,680.00
101	148-836.000	DOCTOR'S SERVICES-EXAMS	
495	JONES, RENEE	A MURPHY	65.00
		DOCTOR'S SERVICES-EXAMS Total	65.00
101	148-851.000	TELEPHONE	
501	AT&T	517 548-7317-777	66.13
		TELEPHONE Total	66.13
149	JUVENILE COURT 101 149-726.000	PROBATE COURT Total	1,921.68
497	OFFICE DEPOT	OFFICE SUPPLIES	116.55
499	OFFICE DEPOT		9.99
498	OFFICE DEPOT		130.42
500	OFFICE DEPOT		61.39
		OFFICE SUPPLIES Total	318.35
101	149-802.000	ATTORNEY FEES-INDIGENT	
147	MCKENZIE, ROBERT		60.00
124	ROBERT C. GARDELLA		60.00
117	COMBS, STACY		60.00
233	COMBS, STACY		70.00
111	COMBS, STACY		60.00
119	COMBS, STACY		180.00
118	COMBS, STACY		360.00
112	COMBS, STACY		420.00
122	COMBS, STACY		120.00
120	COMBS, STACY		120.00
114	COMBS, STACY		60.00

Claim#	Claimant	Description	Amount
115	COMBS, STACY		60.00
116	COMBS, STACY		60.00
113	COMBS, STACY		180.00
121	COMBS, STACY		60.00
190	MORRISON, WILLIAM M		120.00
189	MORRISON, WILLIAM M		60.00
187	MORRISON, WILLIAM M		360.00
188	MORRISON, WILLIAM M		60.00
191	MORRISON, WILLIAM M		120.00
182	MORRISON, WILLIAM M		120.00
185	MORRISON, WILLIAM M		60.00
186	MORRISON, WILLIAM M		60.00
183	MORRISON, WILLIAM M		180.00
184	MORRISON, WILLIAM M		120.00
220	SPAGNUOLO-DAL, SUSAN B		60.00
221	SPAGNUOLO-DAL, SUSAN B		60.00
222	SPAGNUOLO-DAL, SUSAN B		60.00
219	SPAGNUOLO-DAL, SUSAN B		60.00
218	SPAGNUOLO-DAL, SUSAN B		60.00
163	HOUGABOOM, WILLIAM H		60.00
162	HOUGABOOM, WILLIAM H		60.00
168	HOUGABOOM, WILLIAM H		60.00
169	HOUGABOOM, WILLIAM H		60.00
165	HOUGABOOM, WILLIAM H		60.00
154	HOUGABOOM, WILLIAM H		60.00
155	HOUGABOOM, WILLIAM H		60.00
153	HOUGABOOM, WILLIAM H		60.00
167	HOUGABOOM, WILLIAM H		60.00
166	HOUGABOOM, WILLIAM H		60.00
156	HOUGABOOM, WILLIAM H		60.00
157	HOUGABOOM, WILLIAM H		60.00
158	HOUGABOOM, WILLIAM H		120.00
159	HOUGABOOM, WILLIAM H		60.00
160	HOUGABOOM, WILLIAM H		240.00
161	HOUGABOOM, WILLIAM H		120.00
150	HOUGABOOM, WILLIAM H		60.00
164	HOUGABOOM, WILLIAM H		60.00
151	HOUGABOOM, WILLIAM H		60.00
152	HOUGABOOM, WILLIAM H		60.00
216	Law Office of Brian J Prain, PLLC		60.00
96	ALBERTINS, PETER		60.00
103	BALMFORTH, JAMES		60.00
102	BALMFORTH, JAMES		420.00
97	BALMFORTH, JAMES		120.00
104	BALMFORTH, JAMES		60.00
100	BALMFORTH, JAMES		60.00
101	BALMFORTH, JAMES		120.00
99	BALMFORTH, JAMES		60.00
98	BALMFORTH, JAMES		60.00
123	DICKSON, LYLE		60.00
223	WARD, JENNIFER LYNN		60.00
146	CAROLYN J. HENRY ATTORNEY AT LAW		60.00
230	WILCOX, MARCUS D.		60.00
229	WILCOX, MARCUS D.		60.00
228	WILCOX, MARCUS D.		60.00
231	WILCOX, MARCUS D.		120.00
226	WILCOX, MARCUS D.		180.00

Claim#	Claimant	Description	Amount
225	WILCOX, MARCUS D.		60.00
224	WILCOX, MARCUS D.		120.00
227	WILCOX, MARCUS D.		420.00
217	SCHOOLCRAFT LEGAL, PLC		60.00
107	CECI, JOHN R.		120.00
105	CECI, JOHN R.		60.00
106	CECI, JOHN R.		60.00
108	CECI, JOHN R.		180.00
109	CECI, JOHN R.		60.00
110	CECI, JOHN R.		120.00
204	NALLEY, CHRISTOPHER M.		60.00
198	NALLEY, CHRISTOPHER M.		120.00
205	NALLEY, CHRISTOPHER M.		60.00
212	NALLEY, CHRISTOPHER M.		60.00
206	NALLEY, CHRISTOPHER M.		60.00
207	NALLEY, CHRISTOPHER M.		60.00
203	NALLEY, CHRISTOPHER M.		60.00
211	NALLEY, CHRISTOPHER M.		60.00
199	NALLEY, CHRISTOPHER M.		120.00
195	NALLEY, CHRISTOPHER M.		60.00
210	NALLEY, CHRISTOPHER M.		60.00
193	NALLEY, CHRISTOPHER M.		360.00
194	NALLEY, CHRISTOPHER M.		120.00
200	NALLEY, CHRISTOPHER M.		120.00
201	NALLEY, CHRISTOPHER M.		60.00
202	NALLEY, CHRISTOPHER M.		60.00
215	NALLEY, CHRISTOPHER M.		120.00
192	NALLEY, CHRISTOPHER M.		120.00
197	NALLEY, CHRISTOPHER M.		60.00
196	NALLEY, CHRISTOPHER M.		60.00
208	NALLEY, CHRISTOPHER M.		60.00
209	NALLEY, CHRISTOPHER M.		120.00
213	NALLEY, CHRISTOPHER M.		60.00
214	NALLEY, CHRISTOPHER M.		60.00
181	KAY, DIANE MARIE		60.00
178	KAY, DIANE MARIE		60.00
171	KAY, DIANE MARIE		60.00
179	KAY, DIANE MARIE		60.00
180	KAY, DIANE MARIE		60.00
175	KAY, DIANE MARIE		120.00
172	KAY, DIANE MARIE		240.00
174	KAY, DIANE MARIE		120.00
173	KAY, DIANE MARIE		120.00
170	KAY, DIANE MARIE		120.00
176	KAY, DIANE MARIE		180.00
177	KAY, DIANE MARIE		60.00
139	Law Office of Alexander K. Garthoff PLLC		60.00
140	Law Office of Alexander K. Garthoff PLLC		60.00
133	Law Office of Alexander K. Garthoff PLLC		60.00
134	Law Office of Alexander K. Garthoff PLLC		60.00
131	Law Office of Alexander K. Garthoff PLLC		60.00
135	Law Office of Alexander K. Garthoff PLLC		60.00
138	Law Office of Alexander K. Garthoff PLLC		60.00

Claim#	Claimant	Description	Amount
130	Garthoff PLLC Law Office of Alexander K.		120.00
143	Garthoff PLLC Law Office of Alexander K.		60.00
125	Garthoff PLLC Law Office of Alexander K.		60.00
132	Garthoff PLLC Law Office of Alexander K.		60.00
141	Garthoff PLLC Law Office of Alexander K.		60.00
142	Garthoff PLLC Law Office of Alexander K.		60.00
137	Garthoff PLLC Law Office of Alexander K.		60.00
126	Garthoff PLLC Law Office of Alexander K.		120.00
127	Garthoff PLLC Law Office of Alexander K.		60.00
128	Garthoff PLLC Law Office of Alexander K.		60.00
129	Garthoff PLLC Law Office of Alexander K.		60.00
136	Garthoff PLLC Law Office of Alexander K.		60.00
148	MARCHYOK, KATHARINE M.		60.00
149	MARCHYOK, KATHARINE M.		60.00
144	HECKLER, CHRISTINE		60.00
145	HECKLER, CHRISTINE		60.00
		ATTORNEY FEES-INDIGENT Total	13,150.00
101	149-804.000	TRANSCRIPTS/STENOS FORSTER, LEAH	1,010.50
101	149-860.010	TRANSCRIPTS/STENOS Total TRAVEL-PERS REIM TRAVEL-PERS REIM Total	1,010.50 18.00
101	149-956.000	MISC. EXPENSE ASPINALL, SANDRA	19.00
167	APPELLATE COURT 101 167-802.000	MISC. EXPENSE Total JUVENILE COURT Total	19.00 14,515.85
168	CENTRAL SVS-JUDICIAL CENTER 101 168-729.000	ATTORNEY FEES-INDIGENT RICHARD GLANDA KOSTOVSKI, SUZANNA	1,340.66 902.91
		ATTORNEY FEES-INDIGENT Total APPELLATE COURT Total	2,243.57 2,243.57
101	168-747.000	PUBLICATIONS/SUBSCRIPT. WEST PAYMENT CENTER PUBLICATIONS/SUBSCRIPT. Total OPERATING EQUIPMENT & SUPPLIES Jefferson Audio Video Systems ml1003 Inc	1,536.00 1,536.00 1,183.50

Claim#	Claimant	Description	Amount
101	168-806.000	OPERATING EQUIPMENT & SUPPLIES Total	1,183.50
		JURY FEES	
451	CRYSTAL WATER COMPANY		22.00
452	CRYSTAL WATER COMPANY		27.50
453	CRYSTAL WATER COMPANY		27.00
491	JP MORGAN ELECTRONIC		345.00
450	ALLEGRA PRINT & IMAGING OF	1748, 5000 JURY ENVELOPES	340.00
		JURY FEES Total	761.50
101	168-807.000	WITNESS FEES	
502	COMMUNICATION ACCESS CENTER		156.65
336	GARRY FLANARY & ASSOCIATES	10-3301SD PEO V BIRON	70.12
335	Deaf & Hearing Impaired Services	11-2493 ROBERT MADDEN	86.00
432	VEGA TRANSPORTATION SERVICE	PEO V JONES 10-19020FC	125.00
445	BAYMONT INN HOWELL	531-407276	200.73
334	LANGUAGE LINE SERVICES	902-0508001	253.59
		WITNESS FEES Total	892.09
101	168-819.000	OTHER CONTRACTUAL SERVICES	
492	LEXISNEXIS RISK DATA		229.90
		OTHER CONTRACTUAL SERVICES Total	229.90
101	168-933.000	OFFICE EQUIPMENT MAINTENANCE	
504	SIMPLEXGRINNELL LP	321-53645310	262.50
		OFFICE EQUIPMENT MAINTENANCE Total	262.50
215	COUNTY CLERK	CENTRAL SVS-JUDICIAL CENTER Total	4,865.49
101	215-819.000	OTHER CONTRACT SERVICES	
21	ADP	263996	1,158.13
		OTHER CONTRACT SERVICES Total	1,158.13
101	215-860.010	TRAVEL - PRES REIM	
425	DUNLEAVY, MARGARET		52.38
		TRAVEL - PRES REIM Total	52.38
216	COUNTY CLERK-CIRCUIT COURT DIV	COUNTY CLERK Total	1,210.51
101	216-726.000	OFFICE SUPPLY-COURT	
45	OFFICE DEPOT		53.97
47	OFFICE DEPOT		8.26
46	OFFICE DEPOT		188.80
288	OFFICE DEPOT		362.37
		OFFICE SUPPLY-COURT Total	613.40
224	AUDITING SERVICES	COUNTY CLERK-CIRCUIT COURT DIV Total	613.40
101	224-819.000	OTHER CONTRACT SERVICES	
20	BREDERNITZ, WAGNER & CO PC	08990	515.00
		OTHER CONTRACT SERVICES Total	515.00
225	EQUALIZATION	AUDITING SERVICES Total	515.00
101	225-817.000	MEMB. DUES & REGISTRATION	
468	HASTINGS, MARY		25.00
467	MURRISH, TERESA M		25.00
62	IAAO	SUE BOSTWICK	175.00

Claim#	Claimant	Description	Amount
469	LYMAN, DELORES M	MEMB. DUES & REGISTRATION Total	25.00
26	OTHER CONTRACT SERVICES	OTHER CONTRACT SERVICES	8,900.00
	LANDMARK APPRAISAL CO	2011 COMMERCIAL STUDY, FINAL B	8,900.00
		OTHER CONTRACT SERVICES Total	8,900.00
469	LYMAN, DELORES M	TRAVEL - PERS REIM	22.00
469	LYMAN, DELORES M	TRAVEL - PERS REIM Total	29.25
253	TREASURER	EQUALIZATION Total	9,179.25
101	253-726.000	OFFICE SUPPLIES	334.00
4	HAVILAND PRINTING	10,000 LABELS, BLACK ON WHITE	348.28
63	OFFICE DEPOT		11.40
64	OFFICE DEPOT	OFFICE SUPPLIES Total	693.68
3	Livingston County Daily Press & Argus	PUBLICATIONS/SUBSCRIPT.	124.67
101	253-729.000	PUBLICATIONS/SUBSCRIPT. Total.	124.67
5	LOOMIS	BANK CHARGES/CORRECTIONS	1,336.07
101	253-818.010	10016383/5615	1,336.07
261	CO-OP EXTENSION	BANK CHARGES/CORRECTIONS Total.	2,154.42
101	261-817.000	TREASURER Total	2,154.42
330	MEAFCS	MEMBERSHIP DUES & REGISTRATION	135.00
101	261-819.000	CARRIE SHRIER	135.00
463	MICHIGAN STATE UNIVERSITY	MEMBERSHIP DUES & REGISTRATION Total	135.00
464	MICHIGAN STATE UNIVERSITY	OTHER CONTRACT SERVICES	2,516.42
	EXTENSION	R TURNER	2,516.42
	EXTENSION	G VOYLE	4,313.83
262	ELECTIONS	OTHER CONTRACT SERVICES Total	6,830.25
101	262-703.000	CO-OP EXTENSION Total	6,965.25
66	SWONK, JAMES B.	PER DEIM/BOARDS/-COMMR.	70.00
65	CHAPMAN, CARLA T.		70.00
68	MUNZEL, RUTH		70.00
67	SOBONYA, PAUL		70.00
101	262-705.000	PER DEIM/BOARDS/-COMMR. Total	280.00
19	MEISSNER, LYNN	SALARIES-TEMPORARY EMPL.	69.00
101	262-860.010	SALARIES-TEMPORARY EMPL. Total	69.00
66	SWONK, JAMES B.	TRAVEL - PERS REIM	12.50
65	CHAPMAN, CARLA T.		11.00
68	MUNZEL, RUTH		21.00

Claim#	Claimant	Description	Amount
270	PERSONNEL		
101	270-726.000		
67	SOBONYA, PAUL	TRAVEL - PERS REIM Total	20.50
		ELECTIONS Total	65.00
			414.00
360	HI-TECH SAFE & LOCK CO.		
362	OFFICE DEPOT		64.92
363	OFFICE DEPOT	1 DZ PENS \$6.92	56.18
364	OFFICE DEPOT	OFFICE SUPPLIES Total	17.53
			1.99
			140.62
359	AMS PRIMARY CARE PLUS	DOCTOR'S SERVICES-EXAMS	
		D NOBLE	45.00
		DOCTOR'S SERVICES-EXAMS Total	45.00
		PERSONNEL Total	185.62
275	DRAIN COMMISSIONER		
101	275-726.000		
8	OFFICE DEPOT	49970374	128.42
		OFFICE SUPPLIES Total	128.42
15	JONCKHEERE, BRIAN V.	TRAVEL-GAS, MI., FOOD, LDG	
		TRAVEL-GAS, MI., FOOD, LDG Total	10.00
10	LIVINGSTON CO. DRAIN COMM	PHASE II IMPLEMENTATION	
		MISC. EXPENSE Total	107.34
		DRAIN COMMISSIONER Total	245.76
282	PROSECUTING ATTORNEY		
101	282-726.000		
484	OFFICE SUPPLIES	LYSOL WIPES	8.07
485	OFFICE DEPOT	1 DZ PENS \$8.58	483.43
486	OFFICE DEPOT	OFFICE SUPPLIES Total	18.95
			510.45
101	282-860.010		
488	RIDDLE, LESLIE	TRAVEL - PERS REIM	107.25
487	DELVERO, ANGELA		3.25
		TRAVEL - PERS REIM Total	110.50
		PROSECUTING ATTORNEY Total	620.95
283	REGISTER OF DEEDS		
101	283-752.000		
341	GRAPHIC SCIENCES, INC	0042161	55.22
		FILMS-PRINTS Total	55.22
301	SHERIFF		
101	301-726.052		
472	OFFICE DEPOT	REGISTER OF DEEDS Total	55.22
471	OFFICE DEPOT	OFFICE SUPPLIES-ADM	6.25
		OFFICE SUPPLIES-ADM Total	230.31
236.56			
337	J.J. JINKLEHEIMER & CO INC	4 POLO SHIRTS	100.00
25	SWANNS	BEZOTTE BOOTS	133.98

233.98

UNIFORMS-ADM Total

Claim#	Claimant	Description	Amount
101	301-747.052	OPERATING SUPPLIES-ADM	
477	AMERICAN AQUA, INC.	LIVIN	17.63
478	AMERICAN AQUA, INC.	livin	15.00
479	AMERICAN AQUA, INC.	LIVIN	20.25
480	AMERICAN AQUA, INC.	LIVIN	16.25
481	AMERICAN AQUA, INC.	LIVIN	14.00
17	LEXISNEXIS RISK DATA		109.55
24	LEXISNEXIS RISK DATA		84.50
		OPERATING SUPPLIES-ADM Total	277.18
101	301-955.000	SALES COMMISSION EXPENSE	
357	Interactive Procurement Technologies	SEPT AUCTIONS	8.12
		SALES COMMISSION EXPENSE Total	8.12
305	SHERIFF-COURT SECURITY OFFICER		
101	305-743.000	SHERIFF Total	755.84
		UNIFORMS	
476	NORTH EASTERN UNIFORMS	UNIFORMS Total	397.00
		UNIFORMS Total	397.00
351	JAIL		
101	351-741.050	FOOD SUPPLIES	
22	ARAMARK SERVICES, INC.	10/27-11/2	6,263.98
339	ARAMARK SERVICES, INC.	11/3-11/9	6,336.12
		FOOD SUPPLIES Total	12,600.10
101	351-743.050	UNIFORMS	
475	NORTH EASTERN UNIFORMS	UNIFORMS Total	639.74
		UNIFORMS Total	639.74
101	351-747.050	OPERATING EQUIPMENT & SUPPLIES	
477	AMERICAN AQUA, INC.	LIVIN	17.62
478	AMERICAN AQUA, INC.	livin	15.00
479	AMERICAN AQUA, INC.	LIVIN	20.25
480	AMERICAN AQUA, INC.	LIVIN	16.25
481	AMERICAN AQUA, INC.	LIVIN	14.00
482	SIRCHIE FINGER PRINT LAB.	00-B48843	764.12
483	SIRCHIE FINGER PRINT LAB.		251.32
		OPERATING EQUIPMENT & SUPPLIES Total	1,098.56
101	351-836.050	INMATE MEDICAL SERVICES	
470	SECURECARE INC / CHC	NOVEMBER	56,955.00
		INMATE MEDICAL SERVICES Total	56,955.00
430	ANIMAL SHELTER		
101	430-726.000	JAIL Total	71,293.40
		OFFICE SUPPLIES	
83	HAVILAND PRINTING	1000 2 PART ADOPTION FORM	179.64
		OFFICE SUPPLIES Total	179.64
101	430-741.000	FOOD SUPPLIES	
82	PET SUPPLIES PLUS	FOOD SUPPLIES Total	358.00
		FOOD SUPPLIES Total	358.00
101	430-751.000	OTHER MISC. SUPPLIES	

Claim#	Claimant	Description	Amount
81	CARQUEST AUTO PARTS	715410	42.86
	OTHER MISC. SUPPLIES	Total	42.86
101	430-761.000	MEDICAL SUPPLIES	
76	First Veterinary Supply	R2517	573.59
75	First Veterinary Supply	R2517	195.62
73	BUTLER SCHEIN ANIMAL HEALTH SUPPLY		144.57
74	BUTLER SCHEIN ANIMAL HEALTH SUPPLY		20.84
70	BUTLER SCHEIN ANIMAL HEALTH SUPPLY		295.73
69	BUTLER SCHEIN ANIMAL HEALTH SUPPLY	494720-000	74.74
72	BUTLER SCHEIN ANIMAL HEALTH SUPPLY		626.00
71	BUTLER SCHEIN ANIMAL HEALTH SUPPLY		101.65
78	MED-VET INTERNATIONAL	24513	2,585.73
77	MED-VET INTERNATIONAL	24513	60.00
	MEDICAL SUPPLIES	Total	4,678.47
101	430-816.000	LAUNDRY/DRY CLEANING	
80	MICHIGAN STATE INDUSTRIES	54705	511.53
	LAUNDRY/DRY CLEANING	Total	511.53
101	430-819.000	OTHER CONTRACT SERVICES	
79	DIVERSIFIED MEDICAL SUPPLY CORP.		20.00
	OTHER CONTRACT SERVICES	Total	20.00
101	430-956.000	MISC. EXPENSE	
6	NATIONAL BAND & TAG CO.	39095000	529.62
	MISC. EXPENSE	Total	529.62
441	D.P.W.		
101	441-703.000	ANIMAL SHELTER	
16	MCCLEER, ARTHUR P		35.00
7	WILSON, TERRY		35.00
14	JONCKHEERE, BRIAN V.		35.00
12	TATARA, GREGORY		35.00
9	ARENS, MICHAEL		35.00
13	BREWER, DALE		35.00
	PER DEIM/BOARDS-COMMRS.	Total	210.00
101	441-819.000	OTHER CONTRACT SERVICES	
11	LIVINGSTON CO. DRAIN COMM	3RD QTR DPW MILEAGE	2.82
	OTHER CONTRACT SERVICES	Total	2.82
101	441-860.010	TRAVEL-PERS REIM	
16	MCCLEER, ARTHUR P		12.50
13	BREWER, DALE		8.25
	TRAVEL-PERS REIM	Total	20.75
441	MEDICAL EXAMINER		
101	648-819.000	D.P.W. Total	233.57
	OTHER CONTRACT SERVICES	94403	
	SPARROW HEALTH SYSTEM	94403	1,750.00

Claim#	Claimant	Description	Amount
412	RUSSELL REMOVAL & DEINER SERVICE, LLC		110.00
	OTHER CONTRACT SERVICES Total		1,860.00
413	SPARROW HEALTH SYSTEM	94403	10,833.04
	AUTOPSIES Total		10,833.04
	MEDICAL EXAMINER Total		12,693.04
344	Washtenaw Community Health Organization	PA2	103,515.00
	OTHER CONTRACT SERVICES-ALCOHOL Total		103,515.00
	COMM ACTION PROGRAMS Total		103,515.00
	GENERAL FUND Total		245,873.01
287	LASHBROOK'S SEPTIC SERVICE	LCBUILD675	150.00
262	LASHBROOK'S SEPTIC SERVICE	LCBUILD675	150.00
284	DILLOWAY, SCOTT		75.00
	OTHER CONTRACT SERVICES Total		375.00
261	TRACTOR SUPPLY CREDIT PLAN	6035 3012 0303 4291	18.16
	REPAIRS Total		18.16
	Total		393.16
	LUTZ COUNTY PARK Total		393.16
399	First Impression Print & Marketing	500 ENVELOPES STOCKBRIDGE	156.07
400	First Impression Print & Marketing	2500 RETURN ENVELOPES	285.77
375	OFFICE DEPOT		208.92
376	OFFICE DEPOT		64.66
377	OFFICE DEPOT		11.70
	OFFICE SUPPLIES Total		727.12
396	HASLER, INC	229516-001	189.00
	POSTAGE/METER FEES Total		189.00
379	NYE UNIFORM COMPANY		319.50
380	NYE UNIFORM COMPANY		319.50
381	NYE UNIFORM COMPANY		2,655.90
378	NYE UNIFORM COMPANY		333.00
382	NYE UNIFORM COMPANY		324.50
	UNIFORMS Total		3,952.40

Claim#	Claimant	Description	Amount
210	651-761.000	MEDICAL SUPPLIES	
403	BOUND TREE MEDICAL, LLC.		1,085.15
406	BOUND TREE MEDICAL, LLC.		29.40
383	NIGHTINGALE-ALAN MEDICAL	LIV05	1,391.41
		MEDICAL SUPPLIES Total	2,505.96
210	651-761.001	OPERATING SUPPLIES	
404	BOUND TREE MEDICAL, LLC.		50.88
402	BOUND TREE MEDICAL, LLC.	107294	125.42
405	BOUND TREE MEDICAL, LLC.		803.25
407	ARROW UNIFORM	019947	19.70
408	ARROW UNIFORM		26.50
409	ARROW UNIFORM		19.70
401	COMSOURCE	LIV306	380.00
372	PHILIPS HEALTHCARE	94202629, 2009 INVOICE	1,890.40
373	PHILIPS HEALTHCARE	94202629, 2009 INVOICE	1,560.00
		OPERATING SUPPLIES Total	4,875.85
210	651-803.000	OTHER LEGAL SERVICES	
374	Page, Wolfberg & Wirth LLC	FILE 1986-001	67.50
		OTHER LEGAL SERVICES Total	67.50
210	651-816.000	LAUNDRY/DRY CLEANING	
384	MICHIGAN STATE INDUSTRIES	54702	503.96
		LAUNDRY/DRY CLEANING Total	503.96
210	651-819.000	OTHER CONTRACT SERVICES	
410	ANN ARBOR CREDIT BUREAU, INC.	H470	1,233.11
370	TriTech emergency Medical	MI006	99.75
		Systems Inc	
411	LEXISNEXIS RISK DATA		50.00
369	TOTAL FITNESS CENTER	BEN HEILNER	300.00
371	STERICYCLE, INC	2052608	177.06
		OTHER CONTRACT SERVICES Total.	1,859.92
210	651-932.000	VEHICLE REPAIR & MAINT.	
385	KRUG- FORD-LINCOLN-MERCURY	219894	1,427.46
385	KRUG- FORD-LINCOLN-MERCURY	219894	.00
386	KRUG- FORD-LINCOLN-MERCURY	219894	529.06
387	KRUG- FORD-LINCOLN-MERCURY	219894	31.25
388	KRUG- FORD-LINCOLN-MERCURY	219894	14.50
389	KRUG- FORD-LINCOLN-MERCURY	219894	406.44
390	KRUG- FORD-LINCOLN-MERCURY	219894	140.00
391	KRUG- FORD-LINCOLN-MERCURY	219894	110.94
394	KRUG- FORD-LINCOLN-MERCURY	219894	488.75
392	KRUG- FORD-LINCOLN-MERCURY	219894	197.56
393	KRUG- FORD-LINCOLN-MERCURY	219894	435.52
395	K & M TIRE	400393	332.00
397	GOSHEN COACH INC	001220	875.00
398	GOSHEN COACH INC	001220	137.62
		VEHICLE REPAIR & MAINT. Total	5,126.10
210	651-957.000	EMPLOYEE - TRAINING/SEMINARS	
466	Peds R Us Medical Education LLC	11/30 & 12/1 seminar	6,000.00
		EMPLOYEE - TRAINING/SEMINARS Total	6,000.00
652	TRAINING	AMBULANCE Total	25,807.81

Line #	Agency	Claim #	Description	Amount	Total
210	652-761.000	367	WORLDPOINT ECC, INC	432.21	
		368	WORLDPOINT ECC, INC	556.95	
			EDUCATION SUPPLIES Total		989.16
			TRAINING Total		989.16
			EMS FUND Total		26,796.97
141	FRIEND OF THE COURT				
215	141-726.000	18	OFFICE SUPPLIES	180.96	
			OFFICE DEPOT		180.96
			OFFICE SUPPLIES Total		180.96
215	141-860.010	490	TRAVEL-PERS-REIMB	19.50	
		489	SCHARRER, MELISSA	37.50	
			MARRAN, LORI		
			TRAVEL-PERS-REIMB Total		57.00
			FRIEND OF THE COURT Total		237.96
			FRIEND OF THE COURT Total		237.96
601	HEALTH DEPARTMENT				
221	601-760.000	347	DRUG PRESCRIPTIONS	-2,619.60	
		350	SANOFI PASTEUR, INC.	1,250.40	
		351	SANOFI PASTEUR, INC.	1,513.52	
		352	SANOFI PASTEUR, INC.	1,527.67	
		353	SANOFI PASTEUR, INC.	1,009.01	
		348	SANOFI PASTEUR, INC.	-1,574.25	
		349	SANOFI PASTEUR, INC.	-112.50	
		354	SANOFI PASTEUR, INC.	121.19	
		355	SANOFI PASTEUR, INC.	302.00	
		356	SANOFI PASTEUR, INC.	559.85	
			DRUG PRESCRIPTIONS Total		1,977.29
221	601-819.000	417	OTHER CONTRACT SERVICES	63.44	
			LANGUAGE LINE SERVICES		63.44
			OTHER CONTRACT SERVICES Total		63.44
221	601-835.000	416	HEALTH SERVICES	45.00	
			Hospital Network Healthcare		45.00
		414	BRIGHTON ANALYTICAL, LLC	50.00	
		415	QUEST DIAGNOSTICS	64.75	
			HEALTH SERVICES Total		159.75
221	601-860.000	423	TRAVEL-GAS, MI., FOOD, LDG.	30.00	
			HAYDUK, DONALD		30.00
			TRAVEL-GAS, MI., FOOD, LDG. Total		30.00
221	601-860.010	423	TRAVEL-PERS REIM	27.00	
			HAYDUK, DONALD		27.00
			TRAVEL-PERS REIM Total		27.00
221	601-943.000		OFFICE MACHINES RENTAL		

Claim#	Claimant	Description	Amount
418	PITNEY BOWES	OFFICE MACHINES RENTAL Total	377.79
		HEALTH DEPARTMENT Total	2,635.27
		HEALTH FUND Total	2,635.27
166	SAFE HAVENS GRANT 238 166-819.000	OTHER CONTRACT SERVICES LIVINGSTON FAMILY CENTER SAFE HAVENS GRANT OCT 2011 AIRFARE 12/5-12/8	5,421.17 351.80
238	166-860.000	OTHER CONTRACT SERVICES Total	5,772.97
230	FAMILY SUPPORT 238 230-726.000	TRAVEL, GAS, FOOD, LDG CHURCH, CAROL AIRFARE 12/5-12/8 TRAVEL, GAS, FOOD, LDG Total	351.80
		SAFE HAVENS GRANT Total	6,124.77
238	230-730.000	OFFICE SUPPLIES HAVILAND PRINTING OFFICE DEPOT OFFICE DEPOT OFFICE DEPOT	44.00 72.37 8.92 179.81
		OFFICE SUPPLIES Total	305.10
238	230-803.000	POSTAGE METER FEES PITNEY BOWES POSTAGE METER FEES Total	29.41
		OTHER LEGAL SERVICES R & J PROCESS R & J PROCESS R & J PROCESS R & J PROCESS R & J PROCESS TRI-COUNTY COURT SERVICES, INC. TRI-COUNTY COURT SERVICES, INC. TRI-COUNTY COURT SERVICES, INC. TRI-COUNTY COURT SERVICES, INC. TRI-COUNTY COURT SERVICES, INC. TRI-COUNTY COURT SERVICES, INC. TRI-COUNTY COURT SERVICES, INC. TRI-COUNTY COURT SERVICES, INC.	51.00 53.00 21.00 53.00 23.00 35.00 29.33 29.33 39.33 29.33 10.00 29.33 29.33
722	PLANNING EECBG 238 722-819.000	OTHER LEGAL SERVICES Total	431.98
		FAMILY SUPPORT Total	766.49
		OTHER CONTRACT SERVICES MARK'S S PLUMBING PARTS	12,218.73

Claim#	Claimant	Description	Amount
346	MARK'S PLUMBING PARTS	OTHER CONTRACT SERVICES Total	12,218.73
		PLANNING EECBG Total	12,218.73
1	OLHSA	OTHER CONTRACT SERVICES	85,585.00
		CDBG HOME IMPROVEMENT FSR #5 G	85,585.00
		OTHER CONTRACT SERVICES Total	85,585.00
		MSHDA-OLHSA Total	104,694.99
		FEDERAL GRANTS Total	
315	SECONDARY ROAD PATROL GRANT		
239	315-747.000	OPERATING SUPPLIES-DEPUTY	
		LICOSD, ORANGE & GREEN PAINT	84.66
		OPERATING SUPPLIES-DEPUTY Total	84.66
320	302 STATE TRAINING GRANT		
239	320-957.000	EMPLOYEE TRAINING/SEMINARS	
		OAKLAND COMMUNITY COLLEGE ID 0004963, WELCH	60.00
		EMPLOYEE TRAINING/SEMINARS Total	60.00
		302 STATE TRAINING GRANT Total	60.00
		STATE & OTHER GRANTS Total	144.66
268	REG OF DEEDS		
256	268-747.000	OPERATING SUPPLIES	
		MICHIGAN COUNTY SERVICES LAMINATE, DIVINDE & BIND	3,996.90
		FIDLAR TECHNOLOGIES, INC 2609343	4,000.00
		OPERATING SUPPLIES Total	7,996.90
256	268-752.000	FILMS/PRINTS	
		GRAPHIC SCIENCES, INC 0042161	61.50
		FILMS/PRINTS Total	61.50
		REG OF DEEDS Total	8,058.40
		REG OF DEEDS AUTOMATION FUND Total	8,058.40
346	REGULAR 911		
261	346-726.000	OFFICE SUPPLIES	
		SPARTAN STORES	39.42
		OFFICE DEPOT	36.84
		OFFICE DEPOT	18.84
		OFFICE DEPOT	139.28
		OFFICE DEPOT	20.79
		OFFICE DEPOT	14.39
		OFFICE DEPOT	24.75
		OFFICE SUPPLIES Total	294.31
261	346-730.000	POSTAGE/ METER FEES	
		BENNETT, SUSAN	6.43
		POSTAGE/ METER FEES Total	6.43

Claim#	Claimant	Description	Amount
261	346-747.000	OPERATING EQUIPMENT & SUPPLIES MOTOROLA SOLUTIONS INC 1011947639 0001 OPERATING EQUIPMENT & SUPPLIES Total	552.00 552.00
261	346-956.000	MISC. EXPENSE FIFER INVESTIGATIONS, LLC K SORENSEN, M PUCKETT MISC. EXPENSE Total	1,800.00 1,800.00
261	346-977.000	EQUIPMENT PURCHASE ADVANCED WIRELESS TELECOM, INC SENTINEL PATRIOT CEIL PROJECT EQUIPMENT PURCHASE Total	156,164.98 156,164.98
347	ENHANCED 911 261 347-819.000	REGULAR 911 Total OTHER CONTRACT SERVICES	158,817.72 38.10 38.10 38.10 179.00 203.00 98.00 98.00 600.00
351	263 351-957.001	TRAINING HOWELL PUBLIC SCHOOLS WRESTLING ROOM FOR DT CLASS TRAINING Total Total CORRECTION OFFICERS TRAINING Total	47.00 47.00 47.00 47.00 47.00
301	SHERIFF 266 301-747.000	OPERATING SUPPLIES CMP DISTRIBUTORS CMP DISTRIBUTORS OPERATING SUPPLIES Total SHERIFF Total FEDERAL EQUITABLE SHARING(DEA) Total	1,632.15 36,420.00 38,052.15 38,052.15 38,052.15
743	PRIV. INDUSTRY - 1991 277 743-726.000	OFFICE SUPPLIES SWITZER, MARY-MARGARET ACT OFFICE DEPOT OFFICE SUPPLIES Total OTHER CONTRACTS FOR SERVICE	23.51 11.00 226.74 261.25
277	743-819.000	OTHER CONTRACTS FOR SERVICE	261.25

Claim#	Claimant	Description	Amount
88	MOTT COMMUNITY COLLEGE	343076 A GRISSON	2,090.00
85	MOTT COMMUNITY COLLEGE	343076 C EVERHART	-317.99
86	MOTT COMMUNITY COLLEGE	343076 A ROE	67.00
93	ACT	15095965	212.50
525	QUE 7 DEVELOPMENT LLC	LCMW	1,175.00
526	HENRY FORD COMMUNITY COLLEGE	434522, J MCKINNEY	12.15
527	HENRY FORD COMMUNITY COLLEGE	434522, S STERLING	59.27
89	ROSS IES	OCTOBER CASE MGMT WIA/JET/YOUT	36,940.46
84	DAVENPORT UNIVERSITY	L MELTON	2,000.00
528	MICHIGAN STATE UNIVERSITY	J GERLACH	1,962.25
530	MICHIGAN STATE UNIVERSITY	D MARSHALL	1,250.00
		OTHER CONTRACTS FOR SERVICE Total	45,450.64
277	743-860.010	TRAVEL-PERS REIMB	
91	SWITZER, MARY-MARGARET	TRAVEL-PERS REIMB Total	19.50
277	743-940.000	RENT	
87	MOTT COMMUNITY COLLEGE	343076	394.91
		RENT Total	394.91
277	743-956.000	MISC. EXPENSE	
92	LETS	MISC. EXPENSE Total	160.00
		MISC. EXPENSE Total	160.00
		PRIV. INDUSTRY - 1991 Total	46,286.30
		LIVINGSTON CO-MICHIGAN WORKS! Total	46,286.30
000	524	000-956.000	
2	DICKINSON WRIGHT	090381	1,513.50
		MISC. EXPENSE Total	1,513.50
		Total	1,513.50
		524 100% TX PYMT-2008 Total	1,513.50
000	542	000-478.002	
419	PATTON ELECTRIC CO LLC	REFUND ELE2011-10763	35.00
		ELECTRICAL PERMITS Total	35.00
000	542	000-478.004	
422	BRIGGS MECHANICAL INC	REFUND MEC2011-10743	32.00
		HEATING PERMITS Total	32.00
		Total	67.00
371	542	371-726.000	
421	OFFICE DEPOT	OFFICE SUPPLIES	19.36
		OFFICE SUPPLIES Total	19.36
542	371-817.000	MEMB. DUES & REGISTRATION	
420	HEXIMER, LANCE	MEMB. DUES & REGISTRATION Total	85.00

Claim#	Claimant	Description	Amount
Total			104.36
BUILDING & SAFETY Total			171.36
275	DRAIN COMMISSIONER 568 275-851.000	TELEPHONE	
343	AT&T LONG DISTANCE	ban 844424497-1 corp 1402621	.06
		TELEPHONE Total	.06
		DRAIN COMMISSIONER Total	.06
		SANDY CREEK OPERATION AND MAIN Total	.06
538	588 538-726.000	OFFICE SUPPLIES	
		OFFICE DEPOT	148.20
		OFFICE DEPOT	29.92
		OFFICE SUPPLIES Total	178.12
588	538-743.010	UNIFORMS/ADVERTISING	
		J.J. JINKLEHEIMER & CO INC 39900, 23 FLEECE VEST	529.00
		J.J. JINKLEHEIMER & CO INC 39900, 10 JACKETS	485.00
		UNIFORMS/ADVERTISING Total	1,014.00
588	538-747.000	OPERATING SUPPLIES/EQUIPMENT	
		A & L PARTS PLUS 161211	86.86
		OPERATING SUPPLIES/EQUIPMENT Total	86.86
588	538-932.000	VEHICLE REPAIR & MAINTENANCE	
		AUTO ABILITY	664.00
		KRUG- FORD-LINCOLN-MERCURY 402629	528.30
		KRUG- FORD-LINCOLN-MERCURY 402629	228.36
		LESA	629.18
		RELIABLE FLEET SERVICE, INC	829.23
		RELIABLE FLEET SERVICE, INC	586.16
		VEHICLE REPAIR & MAINTENANCE Total	3,465.23
		Total	4,744.21
269	MAINTENANCE 631 269-775.000	TRANSPORTATION SYSTEM FUND Total	4,744.21
		BUILDING MAINT SUPPLY	
		JOSHEN PAPER OF MICHIGAN 083020	687.42
		JOSHEN PAPER OF MICHIGAN 08020	945.24
		JOSHEN PAPER OF MICHIGAN 083020	517.00
		JOSHEN PAPER OF MICHIGAN 083020	109.90
		JOSHEN PAPER OF MICHIGAN 083020	54.00
		JOSHEN PAPER OF MICHIGAN 083020	17.14
		JOSHEN PAPER OF MICHIGAN 083020	17.14
		BUILDING MAINT SUPPLY Total	2,347.84
631	269-777.000	GROUND MAINT SUPPLY	
		D & G EQUIPMENT INC	93.75
		GROUND MAINT SUPPLY Total	93.75

Claim#	Claimant	Description	Amount
631	269-819.000	OTHER CONTRACT SERVICES	
245	AMERICAN GARAGE DOOR		1,101.00
251	GBA ENTERPRISES LLC		425.00
247	DOVER GREASE TRAPS, INC.		124.00
244	PLEUNE SERVICES	CLI003	568.00
285	COOPER'S TURF MANAGEMENT L.L.C.		3,022.00
283	DWI SIGNS & MORE		115.00
286	ALLIED WASTE SERVICES	3-0237-7042918	1,754.04
252	MECHANICAL SERVICES, LLC		1,880.00
259	STATE OF MICHIGAN		250.00
258	STATE OF MICHIGAN		370.00
249	GALLAGHER FIRE EQUIPMENT	12534	150.00
		OTHER CONTRACT SERVICES Total.	9,759.04
631	269-860.010	TRAVEL-PERS REIM	
250	ECHLIN, TERRY		21.00
		TRAVEL-PERS REIM Total	21.00
631	269-930.000	BUILDING REPAIR MAINT	
276	GRUNDY'S HARDWARE		5.99
275	GRUNDY'S HARDWARE		2.06
278	GRUNDY'S HARDWARE		4.31
274	GRUNDY'S HARDWARE		1.33
279	GRUNDY'S HARDWARE		1.61
280	GRUNDY'S HARDWARE		3.59
277	GRUNDY'S HARDWARE		2.51
270	HOWELL HARDWARE	466490	9.08
271	HOWELL HARDWARE	466490	5.49
272	HOWELL HARDWARE	466490	.44
273	HOWELL HARDWARE	466490	23.96
253	STANDARD ELECTRIC CO.	265899	212.27
256	STANDARD ELECTRIC CO.	265899	40.95
257	STANDARD ELECTRIC CO.	265899	115.87
254	STANDARD ELECTRIC CO.		46.90
255	STANDARD ELECTRIC CO.	265899	56.93
		BUILDING REPAIR MAINT Total	533.29
631	269-931.000	EQUIP REPAIR/MAINT	
281	GRAINGER INC	851289173	39.83
282	GRAINGER INC	851289173	96.03
246	CITY ELECTRIC SUPPLY CO.	02630024001	434.30
		EQUIP REPAIR/MAINT Total	570.16
631	269-932.000	VEHICLE REPAIR& MAINT	
260	TRACTOR SUPPLY CREDIT PLAN	6035 3012 0303 4291	29.93
		VEHICLE REPAIR& MAINT Total	29.93
		MAINTENANCE Total	13,355.01
		BUILDING SERVICES Total	13,355.01
636	000-123.020	PRE-PAID EXPENSE-SOFTWARE	
424	FILEONQ		2,573.10
61	PCTRANS		1,800.00
		PRE-PAID EXPENSE-SOFTWARE Total	4,373.10

258	636	DATA PROCESSING	258-747.000	Claim#	Claimant	Total	Description	Amount
				54	CDW-GOVERNMENT, INC.		OPERATING EQUIPMENT & SUPPLIES	77.78
				53	CDW-GOVERNMENT, INC.		7352219	1,316.24
				51	IMAGE ONE		7352219 LC01	143.00
					OPERATING EQUIPMENT & SUPPLIES Total			1,537.02
636	258-747.010			430	INACOMP		NON-BUDGETED EQUIPMENT & SUPPLIES	
				431	INACOMP		LIVIN	1,215.00
				52	IMAGE ONE		LIVIN LC01	4,044.00 107.00
					NON-BUDGETED EQUIPMENT & SUPPLIES Total			5,366.00
636	258-814.000			56	FEDEX		FREIGHT CHARGES	
							1161-4615-0 FREIGHT CHARGES Total	34.16
636	258-819.000			50	ONE SOURCE TELECOM		OTHER CONTRACT SERVICES	
				55	CDW - BERBEE		10727619	105.00
					OTHER CONTRACT SERVICES Total			800.00
636	258-851.000			57	COMCAST		TELEPHONE	
				427	SPRINT		09588347387-01-9	64.77
				58	VERIZON WIRELESS		385737052-00001	4,685.37
				428	AT&T TELECONFERENCE SERVICE			11,051.44
				462	AT&T LONG DISTANCE		1402621, SHORT PAID DUE TO REA TELEPHONE Total	11.82 916.20
					EQUIP. REPAIR & MAINT.			16,729.60
636	258-931.000			49	D&B POWER ASSOCIATES INC.		2283 EQUIP. REPAIR & MAINT. Total	4,218.00
636	258-933.020			429	ADP		SOFTWARE MAINTENANCE-COUNTY	
				60	WEB TECS INC.		263996	817.63
				61	PCTRANS		NOVEMBER LIVINGSTON LIVE	4,400.00
				61	PCTRANS			600.00
				61	PCTRANS			977.36
					SOFTWARE MAINTENANCE-COUNTY Total			600.00
					SALES COMMISSION EXPENSE			7,394.99
636	258-955.001			357	Interactive Procurement Technologies		SEPT AUCTIONS	4.54
					SALES COMMISSION EXPENSE Total			4.54
636	258-977.100			59	CRUISERS		SUNGUARD PUBLIC SAFETY PROJECT LIVI06	725.00
					SUNGUARD PUBLIC SAFETY PROJECT Total			725.00
					DATA PROCESSING Total			36,914.31
					INFORMATION TECHNOLOGY FUND Total			41,287.41

Claim#	Claimant	Description	Amount
661	235-747.000	OPERATING EQUIPMENT & SUPPLIES	
314	A & L PARTS PLUS	161245	25.42
315	A & L PARTS PLUS	161245	-58.68
313	A & L PARTS PLUS	161245	23.88
306	A & L PARTS PLUS	161245	86.86
317	A & L PARTS PLUS	161245	1,895.04
316	A & L PARTS PLUS	161245	243.94
318	A & L PARTS PLUS	161245	292.56
319	A & L PARTS PLUS	161245	17.06
305	A & L PARTS PLUS	161245	322.54
308	A & L PARTS PLUS	161245	61.90
307	A & L PARTS PLUS	161245	23.56
309	A & L PARTS PLUS	161245	76.96
312	A & L PARTS PLUS	161245	124.39
311	A & L PARTS PLUS	161245	51.53
310	A & L PARTS PLUS	161245	9.88
329	AUTOZONE	161245	60.95
		OPERATING EQUIPMENT & SUPPLIES Total	3,257.79
661	235-932.000	VEHICLE REPAIR & MAINTENANCE	
321	KRUG- FORD-LINCOLN-MERCURY	402629	699.88
324	KRUG- FORD-LINCOLN-MERCURY	402629	760.36
323	KRUG- FORD-LINCOLN-MERCURY	402629	59.76
325	KRUG- FORD-LINCOLN-MERCURY	402629	29.00
322	KRUG- FORD-LINCOLN-MERCURY	402629	161.56
300	CRUISERS	LIV101	1,061.00
301	CRUISERS	LIV101	40.00
302	CRUISERS	LIV101	40.00
304	CRUISERS	LIV101	45.00
303	CRUISERS	LIV101	762.50
		VEHICLE REPAIR & MAINTENANCE Total	3,659.06
661	235-932.010	VEHICLE MAINTENANCE-TIRES	
320	RANDY'S SERVICE STATION	LIVCO3	356.22
327	RANDY'S SERVICE STATION	LIVCO3	356.22
326	RANDY'S SERVICE STATION	LIVCO3	254.52
328	RANDY'S SERVICE STATION	LIVCO3	237.48
		VEHICLE MAINTENANCE-TIRES Total	1,204.44
		CAR POOL Total	8,121.29
		CAR POOL FUND Total	8,121.29
852	BENEFIT FUND-2003		
677	852-956.000	FLEX EXPENSE	
		ARCADIA BENEFITS GROUP, INC	
		FSA PARTICIPANT FEES & ANNUAL	
		FLEX EXPENSE Total	961.50
		BENEFIT FUND-2003 Total	961.50
		BENEFIT FUND Total	961.50
		GRAND TOTAL	703,484.23

Authorized Signatures

Claim#	Claimant	Description	Amount
101	BOARD OF COMMISSIONERS 101 101-703.000	PER DEIM/BOARDS-COMMRS. 4 CPL MEETINGS PER DEIM/BOARDS-COMMRS. Total	140.00
101	101-860.010	TRAVEL- PERS REIM FLANARY, GARRY 4 CPL MEETINGS 10/18 THRU 11/2	11.00 61.00
130	WILLIAMS, STEVE	TRAVEL- PERS REIM Total	72.00
131	CIRCUIT COURT 101 131-860.000	BOARD OF COMMISSIONERS Total TRAVEL-GAS, MI., FOOD, LDG NEWHOUSE, WILLIAM	212.00 100.67
101	101-860.010	TRAVEL-PERS REIM NEWHOUSE, WILLIAM	108.25
132	NEWHOUSE, WILLIAM	TRAVEL-PERS REIM Total	108.25
168	CENTRAL SVS-JUDICIAL CENTER 101 168-807.000	CIRCUIT COURT Total WITNESS FEES HEINZ, JOHNATHAN CEJMAR, LAURA HILL, VIRGINIA HARNER, LISA BOYER, TERESA	208.92 22.00 18.00 10.00 8.20 12.00
301	SHERIFF 101 301-747.052	CENTRAL SVS-JUDICIAL CENTER Total OPERATING SUPPLIES-ADM J.J. JINKLEHEIMER & CO INC 131 key lights OPERATING SUPPLIES-ADM Total	70.20 251.35
430	ANIMAL SHELTER 101 430-761.000	SHERIFF Total MEDICAL SUPPLIES STEVANOVIC, SUE REPLACE CHECK 343950 MEDICAL SUPPLIES Total	251.35 316.00
000	210 000-625.000	ANIMAL SHELTER Total GENERAL FUND Total CHARGES FOR SERVICES 7/29/11 MICHELE TONTI OVERPAYM CHARGES FOR SERVICES Total	316.00 1,058.47 50.00
651	AMBULANCE 210 651-761.002	OXYGEN DIVERSIFIED MEDICAL SUPPLY REPLACE LOST CHECK 342343	50.00

Claim#	Claimant	Description	Amount
210	651-940.000	OXYGEN Total	415.00
3	CHARTER TOWNSHIP OF BRIGHTON	RENT-BUILDINGS & OFFICES	160.50
		OLUS-005360-0000-00	
		RENT-BUILDINGS & OFFICES Total	160.50
		AMBULANCE Total	575.50
		EMS FUND Total	625.50
743	PRIV. INDUSTRY - 1991		
277	743-730.000	POSTAGE/METER FEES	
		40 STAMPS \$1.00 EACH	
		POSTAGE/METER FEES Total	40.00
277	743-956.000	MISC. EXPENSE	
83	HUNGERFORD, NICHOLAS	TRANSPORTATION	58.80
78	CARPENTER, HEATHER	TRANSPORTATION	87.44
79	LANNING, LONA	TRANSPORTATION	110.08
81	WILBOURN-LITTLE, TABIE	TRANSPORTATION	178.56
77	BROCK, DOROTHY	TRANSPORTATION	187.44
80	LARRY, ANN	TRANSPORTATION	131.20
85	BOWLES, DANNY	TRANSPORTATION	333.00
82	LEVENS, KATHLEEN	NEED BASED	175.00
87	GIGAX, MELANIE	TRANSPORTATION	497.28
86	EARLS, GERALD	TRANSPORTATION	222.00
84	SPENCE, NATHAN	TRANSPORTATION	80.00
		MISC. EXPENSE Total	2,060.80
		PRIV. INDUSTRY - 1991 Total	2,100.80
663	SOCIAL WELFARE-2003		
290	663-849.000	LIVINGSTON CO-MICHIGAN WORKS! Total	2,100.80
		WELFARE ASSISTANCE	
149	LIVINGSTON COUNTY DHS	SOCIAL SERVICES	4,302.06
		WELFARE ASSISTANCE Total	4,302.06
		SOCIAL WELFARE-2003 Total	4,302.06
		SOCIAL WELFARE FUND Total	4,302.06
663	CHILD CARE - SOCIAL SERVICES		
292	663-849.000	WELFARE ASSISTANCE	
149	LIVINGSTON COUNTY DHS	SOCIAL SERVICES	4,003.08
149	LIVINGSTON COUNTY DHS	SOCIAL SERVICES	.00
		WELFARE ASSISTANCE Total	4,003.08
		CHILD CARE - SOCIAL SERVICES Total	4,003.08
		CHILD CARE FUND Total	4,003.08
689	SOLDIER/SAILOR REL.		
293	689-847.000	VETS-EMERGENCY ASSISTANCE	

Claim#	Claimant	Description	Amount
59	LIVINGSTON COUNTY TREASURER	4710-20-400-049 DIANE ZAPINSKI	2,069.54
139	HURON VALLEY RADIOLOGY	HVRR59233 JIM HOSKINS	261.00
39	LETS	PAYMENT FOR TOKENS	200.00
31	CONSUMERS ENERGY	1000 0920 4023 WILLIAM WELSH	220.23
30	CONSUMERS ENERGY	1000 4683 5938 C MARSH	103.54
57	BURWICK FARMS APARTMENTS	CHERYL DEZIEL	998.50
51	EPMG OF MICHIGAN, P.C.	0017761507 ELEANORE DAVIS	33.75
49	MICHIGAN HEART PC	108154 ELEANORE DAVIS	75.26
147	PUTNAM TOWNSHIP	150692 PAMELA & MIKE VANMULLEK	389.87
52	SPARTAN STORES	4714-13-300-023 ELEANORE DAVIS	740.57
22	SPARTAN STORES	HARRY HARDEN, 021914	100.00
25	SPARTAN STORES	HARRY HARDEN, 021914	100.00
21	SPARTAN STORES	ROBERT BIRCHETT, 021914	100.00
24	SPARTAN STORES	ROBERT BIRCHETT, 021914	100.00
23	SPARTAN STORES	JAMES RICHMOND, 021914	176.95
46	ENT SPECIALISTS, P.C.	78658A2309 ELEANORE DAVIS	13.56
33	Department of Veterans Affairs	506-0000000-233000-MOTYK CHEST	1,149.69
38	STATE OF MICHIGAN	GARY IANTZ, DRIVERS LICENSE FE	25.00
144	CITY OF BRIGHTON	JAMES HOSKINS CUSTOMER # 00694	259.00
53	WALMART	CHERYL DEZIEL	100.00
54	WALMART	CHERYL DEZIEL	100.00
28	DTE CASE MANAGEMENT DESK	4812 498 0002 2 DIANE ZAPINSKI	458.76
27	DTE CASE MANAGEMENT DESK	6076 959 0001 1 WILLIAM WELCH	701.87
134	BUSCH'S, INC.	RUDOLPH HORVATH	25.00
137	ST JOSEPH MERCY	011900805-1137 JIM HOSKINS	20.00
138	ST JOSEPH MERCY	011900805-1136 JIM HOSKINS	20.00
44	ST JOSEPH MERCY	012056833-1019 ELEANORE DAVIS	140.84
45	ST JOSEPH MERCY	012056833-1045 ELEANORE DAVIS	135.59
43	ST JOSEPH MERCY	012056833-1049 ELEANORE DAVIS	36.98
42	ST JOSEPH MERCY	012056833-1087 ELEANORE DAVIS	83.83
136	ST JOSEPH MERCY	012109674-1200 PAMELA VANMULLE	28.72
143	NCO FINANCIAL SYSTEMS INC	52599403 JIM HOSKINS	41.18
34	NCO FINANCIAL SYSTEMS INC	57049707 ELEANORE DAVIS	143.52
35	NCO FINANCIAL SYSTEMS INC	3N0TFV 631422400012 KRYSTAL ON	134.82
142	MAKI, JEAN C	JIM HOSKINS NOVEMBER RENT	700.00
32	FAIRLANE ESTATES	ROBERT BIRCHETT, RENT FOR NOV,	1,596.00
58	CRABTREE, SHAYN	JOSEPH BRAGG	600.00
50	MMP	41745 ELEANORE DAVIS	48.07
36	ONEMAIN FINANCIAL	67220034-0145896 KRYSTAL ONRIA	178.99
148	PNC MORTGAGE	0003883477 PAMELA & MIKE VANMU	960.71
40	EXCHANGE CREDIT PROGRAM	6019440007484631 KRYSTAL ONRIA	330.07
41	EXCHANGE CREDIT PROGRAM	6019440007484631 KRYSTAL ONRIA	55.00
26	GREG SONNASTINE	C MARSH & S RICHMOND, PAYMENT	890.00
37	CHASE CARDMEMBER SERVICE	40500620000899170 KRYSTAL ONRIA	72.00
48	Diversified Receivables Management Inc	1874451	366.45
55	JAMES B NUTTER & COMPANY	23426 JOSEPH HABAY	345.72
56	INTERNAL REVENUE SERVICE	367-66-0891 CHERYL & DWAYNE DE	1,408.58
135	Huron Gastroenterology	0001000000123400	74.62
140	Senior Home Health Care	49075 JIM HOSKINS	148.08
141	EAGLE RECOVERY ASSOC INC	2254238 JIM HOSKINS	483.96
146	Livingston Cty Orthopedic	LC0510000 PAMELA & MIKE VANMUL	183.71

17,729.53

17,729.53

17,729.53

SOLDIER/SAILOR REL. Total

VETERANS RELIEF FUND Total

Claim#	Claimant	Description	Amount
683	MISC. EXPENSES 294 683-956.000		
145	TORKEILSON, SUSAN	NOVEMBER 2011 STIPEND MISC. EXPENSE Total	150.00
		MISC. EXPENSES Total	150.00
		MI VETERANS TRUST FUND Total	150.00
000			
520	000-228.051	DUE TO STATE-TITLE FEES STATE OF MICHIGAN	11,025.00
520	000-228.052	DUE TO DNR-INSP FEES STATE OF MICHIGAN	2,835.00
		Total	13,860.00
		520 100% TAX PAYMENT 2009 Total	13,860.00
275	DRAIN COMMISSIONER 560 275-820.000		
109	HARTLAND SEPTIC SERVICE	TANK PUMPING 3131 BEACH LAKE DR	315.00
110	HARTLAND SEPTIC SERVICE	3102 BEACH LAKE DR	315.00
111	HARTLAND SEPTIC SERVICE	12381 FOREST OAKS DR	315.00
112	HARTLAND SEPTIC SERVICE	12413 FOREST OAKS DR	315.00
		TANK PUMPING Total	1,260.00
		DRAIN COMMISSIONER Total	1,260.00
		OAKS AT BEACH LAKE OPERATION & Total	1,260.00
275	DRAIN COMMISSIONER 563 275-851.000		
94	AT&T	TELEPHONE 810 227-2220 319 8 TELEPHONE Total	37.87
		DRAIN COMMISSIONER Total	37.87
		EAGLE RAVINE OPERATION & MAINT Total	37.87
275	DRAIN COMMISSIONER 566 275-960.000		
89	BRIGHTON ANALYTICAL, LLC	SAMPLE ANALYSIS LCDRAIN SAMPLE ANALYSIS Total	607.50
		DRAIN COMMISSIONER Total	607.50
		LAKE TYRONE DISPOSAL SYSTEM-MA Total	607.50
275	DRAIN COMMISSIONER 568 275-851.000		
		TELEPHONE	

Claim#	Claimant	Description	Amount
93	AT&T	248 437-4851 180 4 TELEPHONE Total	36.74
		DRAIN COMMISSIONER Total	36.74
		SANDY CREEK OPERATION AND MAIN Total	36.74
275	DRAIN COMMISSIONER 571 275-920.000		
105	DTE ENERGY	3045 235 0003 7 UTILITIES Total	52.85
		DRAIN COMMISSIONER Total	52.85
		HIGHLAND HILL-OPERATION & MAIN Total	52.85
275	ORCHARD ESTATES O&M 574 275-851.000		
95	AT&T	810 227-2938 297 9	24.05
96	AT&T	810 229-2076 171 4 TELEPHONE Total	34.68
		ORCHARD ESTATES O&M Total	58.73
		ORCHARD ESTATES O&M Total	58.73
275	575 275-920.000		
97	CONSUMERS ENERGY	1000 0007 8178	14.17
98	CONSUMERS ENERGY	1000 0007 8699	13.33
99	CONSUMERS ENERGY	1000 0007 7717	15.01
100	CONSUMERS ENERGY	1000 0007 7915	15.01
101	CONSUMERS ENERGY	1000 0007 8863	25.13
102	CONSUMERS ENERGY	1000 0007 9051	25.13
103	CONSUMERS ENERGY	1000 4288 5317	95.03
106	DTE ENERGY	3429 483 0002 1	2,739.98
107	DTE ENERGY	3429 483 0001 3 UTILITIES Total	84.69
			3,027.48
275	575 275-930.000		
91	CITY OF HOWELL	LIV CO DRAIN, TREATED WATER REPAIRS Total	10.91
275	575 275-930.002		
119	VELOCITY PUMPS	REPAIRS/PUMPS Total	1,060.00
		Total	4,098.39
		REGIONAL WASTEWATER O&M Total	4,098.39
275	DEPT 275 577 275-751.000		
118	USABLUBOOK	MISC. SUPPLIES 352621 MISC. SUPPLIES Total	93.21

Claim#	Claimant	Description	Amount
577	275-920.000	UTILITIES	
107	DTE ENERGY	3429 483 0001 3	762.20
		UTILITIES Total	762.20
		DEPT 275 Total	855.41
		SEPTAGE RECEIVING STATION Total	855.41
054	054-730.000	POSTAGE/METER FEES	
7	HOWELL POSTMASTER	2 ROLLS .44 STAMPS	88.00
		POSTAGE/METER FEES Total	88.00
581	054-920.000	UTILITIES	
4	DTE ENERGY	2536 838 0135 6	25.34
5	DTE ENERGY	2536 838 0011 9	84.87
75	DTE ENERGY	2536 839 0002 6	1,362.75
		UTILITIES Total	1,472.96
		Total	1,560.96
		AIRPORT FUND Total	1,560.96
269	MAINTENANCE		
631	269-920.000	UTILITIES	
1	CITY OF HOWELL	10905	550.63
2	CITY OF HOWELL	10915	1,408.53
		UTILITIES Total	1,959.16
		MAINTENANCE Total	1,959.16
		BUILDING SERVICES Total	1,959.16
258	DATA PROCESSING		
636	258-851.000	TELEPHONE	
19	AT&T	831-000-2461 277	551.99
20	AT&T	831-000-2461 648	695.91
18	AT&T	831-000-2461 758	2,565.82
17	AT&T	831-000-2461 211	220.51
		TELEPHONE Total	4,034.23
		DATA PROCESSING Total	4,034.23
		INFORMATION TECHNOLOGY FUND Total	4,034.23
000	000-305.001	LOAN PAYABLE- DUMP TRUCK	
113	HASTINGS CITY BANK	2020523	1,345.37
		LOAN PAYABLE- DUMP TRUCK Total	1,345.37
		Total	1,345.37
275	DRAIN COMMISSIONER		
639	275-743.002	UNIFORM RENT	
90	CINTAS CORPORATION 725	74325	26.03
		UNIFORM RENT Total	26.03

Claim#	Claimant	Description	Amount
639	275-819.000	OTHER CONTRACT SERVICES MICHIGAN MUNICIPAL LEAGUE 45082 OTHER CONTRACT SERVICES Total	425.00
639	275-922.000	BUILDING UTILITIES-ELECTRIC 3045 235 0005 2 BUILDING UTILITIES-ELECTRIC Total	150.38
639	275-923.000	BARN UTILITIES- WATER 11877, 918 NORTH ST BARN UTILITIES- WATER Total	391.34
639	275-931.001	TRUCK MAINTENANCE & REPAIR MARSHALL'S EXPRESS liv co drain office HOWELL HARDWARE 460040 KNAPHEIDE TRUCK EQUIPMENT 11493 TRUCK MAINTENANCE & REPAIR Total	83.59
639	275-995.000	INTEREST EXPENSE HASTINGS CITY BANK 2020523 INTEREST EXPENSE Total	56.82
639	275-995.000	DRAIN COMMISSIONER Total	1,133.16
639	275-995.000	DRAIN EQUIP./REV. FUND Total	2,478.53
701	000-231.005	UNITED FUND LIVINGSTON COUNTY UNITED WAY UNITED FUND Total	299.79
701	000-231.009	ICMA CITISTREET ICMA Total	161.45
701	000-231.012	THIN BLUE LINE THIN BLUE LINE OF MICHIGAN THIN BLUE LINE Total	240.85
701	000-248.000	DUE TO OUT OF COUNTY COURTS 67TH DISTRICT COURT 67TH DISTRICT COURT 41ST DISTRICT COURT 95A DISTRICT COURT	250.00 350.00 1,473.00 282.00
701	000-269.000	DUE TO OUT OF COUNTY COURTS Total	2,355.00
701	000-269.000	GARNISHMENTS MISDU GENERAL REVENUE CORPORATION JAMIE O'BRYANT HSBC BANK NEVADA NA REPLACE CHECK 343251 HSBC BANK NEVADA NA REPLACE CHECK 343629 HSBC BANK NEVADA NA REPLACE CHECK 342672 GARNISHMENTS Total	5,569.48 258.33 345.57 345.57 345.57
701	000-270.000	COURT ORDERED DEDUCTIONS UNITED STATES TREASURY DENNIS DOLAN CARL BEKOFKSKE, CHAPTER 13 JAMES B MCGINTY SR TRUSTEE	125.39 1,056.92

Claim#	Claimant	Description	Amount	
73	CARL BEKOFKSKE, CHAPTER 13 TRUSTEE	BEAU C FORGETTE	906.11	
COURT ORDERED DEDUCTIONS Total				
701	000-272.000	CHG. BACKS REC.-CURRENT	2,088.42	
64	TYRONE TOWNSHIP	2008 chargeback taxes	717.39	
128	JCIM US LLC	REPLACE CHECK 341912	33,531.23	
12	TERVO, STEVEN	MTT TV DECREASE 17-36-403-008	507.85	
13	TERVO, STEVEN	MTT TV DECREASE 12-32-102-055	764.07	
65	Naples Groups LLC, and	mtt tv decrease 12-33-301-083	5,618.42	
66	Honigman Miller Schwartz and	mtt tv decrease 05-22-101-158,	15,086.43	
76	Byron Terrace, LLC and	mtt tv decrease 17-26-400-043	57,223.40	
120	SCOTT, CHRISTOPHER	MTT TV DECREASE 315-21-403-001	1,082.55	
121	Mitchell Building Company	mtt tv decrease 15-19-105-006	115.28	
122	SAUVAGE, BRIAN	MTT TV DECREASE 17-36-201-029	341.95	
123	SAUVAGE, BRIAN	MTT TV DECREASE 17-36-102-035	527.97	
133	SAUVAGE, BRIAN	MTT TV DECREASE 17-36-103-022	1,127.97	
CHG. BACKS REC.-CURRENT Total			116,644.51	
Total			128,654.54	
TRUST & AGENCY FUND Total			128,654.54	
445	802	445-956.000	MISC. EXPENSE	195.00
			FAHEY, SCHULTZ, BURZYCH	195.00
			LIV CO DRAIN OFFICE	195.00
			MISC. EXPENSE Total	195.00
			Total	195.00
			DRAIN REVOLVING FUND Total	195.00
100	815	100-956.000	MISCELLANEOUS EXPENSE	136.50
			FAHEY, SCHULTZ, BURZYCH	136.50
			LIV CO DRAIN OFFICE	136.50
			MISCELLANEOUS EXPENSE Total	136.50
			Total	136.50
			SUNRISE PARK DRIVE BONDS Total	136.50
			GRAND TOTAL	189,855.85

Authorized Signatures

Claim#	Claimant	Description	Amount
101	BOARD OF COMMISSIONERS 101 101-957.000	EMPLOYEE TRAINING/SEMINARS P CARD	-84.00
	BANK OF AMERICA	EMPLOYEE TRAINING/SEMINARS Total	-84.00
168	CENTRAL SVS-JUDICIAL CENTER 101 168-807.000	WITNESS FEES P CARD	390.39
	BANK OF AMERICA	WITNESS FEES Total	390.39
215	COUNTY CLERK 101 215-729.000	PUBLICATIONS/SUBSCRIPT. P CARD	29.95
	BANK OF AMERICA	PUBLICATIONS/SUBSCRIPT. Total	29.95
	101 215-860.000	TRAVEL-GAS, MI., FOOD, LDG P CARD	366.40
	BANK OF AMERICA	TRAVEL-GAS, MI., FOOD, LDG Total	366.40
233	PURCH. - INT. 101 233-860.000	COUNTY CLERK Total	396.35
	101 233-860.000	TRAVEL-GAS, MI., FOOD, LDG P CARD	86.92
	BANK OF AMERICA	TRAVEL-GAS, MI., FOOD, LDG Total	86.92
253	TREASURER 101 253-957.000	PURCH. - INT. Total	86.92
	101 253-957.000	EMPLOYEE TRAINING/SEMINARS P CARD	618.00
	BANK OF AMERICA	EMPLOYEE TRAINING/SEMINARS Total	618.00
270	PERSONNEL 101 270-817.000	TREASURER Total	618.00
	101 270-817.000	MEMB. DUES & REGISTRATIONS P CARD	350.00
	BANK OF AMERICA	MEMB. DUES & REGISTRATIONS Total	350.00
	101 270-860.000	TRAVE-GAS,MI., FOOD,LDG. P CARD	732.80
	BANK OF AMERICA	TRAVE-GAS,MI., FOOD,LDG. Total	732.80
282	PROSECUTING ATTORNEY 101 282-803.000	PERSONNEL Total	1,082.80
	101 282-803.000	OTHER LEGAL SERVICES P CARD	20.60
	BANK OF AMERICA	OTHER LEGAL SERVICES Total	20.60
	101 282-860.000	TRAVEL-GAS,MI., FOOD,LDG P CARD	809.70
	BANK OF AMERICA	TRAVEL-GAS,MI., FOOD,LDG Total	809.70
	101 282-957.000	EMPLOYEE TRAINING/SEMINARS P CARD	165.00
	BANK OF AMERICA	EMPLOYEE TRAINING/SEMINARS Total	165.00

Claim#	Claimant	PROSECUTING ATTORNEY Total Description	Amount
301	SHERIFF 101	301-747.052 OPERATING SUPPLIES-ADM P CARD	405.60
		OPERATING SUPPLIES-ADM Total	405.60
101	TRAVEL/ADM BANK OF AMERICA	301-860.052 TRAVEL/ADM P CARD	50.00
		TRAVEL/ADM Total	50.00
351	JAIL 101	351-747.050 SHERIFF Total	455.60
3	BANK OF AMERICA	OPERATING EQUIPMENT & SUPPLIES P CARD	547.08
		OPERATING EQUIPMENT & SUPPLIES Total	547.08
101	TRAVEL BANK OF AMERICA	351-860.050 TRAVEL P CARD	409.80
		TRAVEL Total	409.80
430	ANIMAL SHELTER 101	430-726.000 JAIL Total	956.88
3	BANK OF AMERICA	OFFICE SUPPLIES P CARD	23.30
		OFFICE SUPPLIES Total	23.30
101	POSTAGE/METER FEES BANK OF AMERICA	430-730.000 POSTAGE/METER FEES P CARD	5.00
		POSTAGE/METER FEES Total	5.00
101	OTHER MISC. SUPPLIES BANK OF AMERICA	430-751.000 OTHER MISC. SUPPLIES P CARD	98.85
		OTHER MISC. SUPPLIES Total	98.85
682	VETERANS AFFAIRS 101	682-726.000 ANIMAL SHELTER Total	127.15
3	BANK OF AMERICA	OFFICE SUPPLIES P CARD	19.02
		OFFICE SUPPLIES Total	19.02
		VETERANS AFFAIRS Total	19.02
		GENERAL FUND Total	5,044.41
651	AMBULANCE 210	651-750.000 VEHICLE OPERATING SUPPLIES P CARD	98.48
		VEHICLE OPERATING SUPPLIES Total	98.48
210	OPERATING SUPPLIES BANK OF AMERICA	651-761.001 OPERATING SUPPLIES P CARD	430.37
		OPERATING SUPPLIES Total	430.37
210	TRAVEL-GAS, MI., FOOD, LDG. BANK OF AMERICA	651-860.000 TRAVEL-GAS, MI., FOOD, LDG. P CARD	945.57
		TRAVEL-GAS, MI., FOOD, LDG. Total	945.57
210	VEHICLE REPAIR & MAINT. BANK OF AMERICA	651-932.000 VEHICLE REPAIR & MAINT.	

Claim#	Claimant	Description	Amount
3	BANK OF AMERICA	VEHICLE REPAIR & MAINT. Total	225.32
210	651-957.000	EMPLOYEE - TRAINING/SEMINARS	
3	BANK OF AMERICA	EMPLOYEE - TRAINING/SEMINARS Total	335.34
		AMBULANCE Total	2,035.08
		EMS FUND Total	2,035.08
601	HEALTH DEPARTMENT		
221	601-751.000	OTHER MISC. SUPPLIES	
3	BANK OF AMERICA	OTHER MISC. SUPPLIES Total	37.67
221	601-860.000	TRAVEL-GAS, MI., FOOD, LDG.	
3	BANK OF AMERICA	TRAVEL-GAS, MI., FOOD, LDG. Total	949.08
221	601-956.000	MISC. EXPENSE	
3	BANK OF AMERICA	MISC. EXPENSE Total	568.75
		HEALTH DEPARTMENT Total	1,555.50
		HEALTH FUND Total	1,555.50
315	SECONDARY ROAD PATROL GRANT		
239	315-747.000	OPERATING SUPPLIES-DEPUTY	
3	BANK OF AMERICA	OPERATING SUPPLIES-DEPUTY Total	-28.14
		SECONDARY ROAD PATROL GRANT Total	-28.14
		STATE & OTHER GRANTS Total	-28.14
689	SOLDIER/SAILOR REL.		
293	689-847.000	VETS-EMERGENCY ASSISTANCE	
3	BANK OF AMERICA	VETS-EMERGENCY ASSISTANCE Total	1,000.00
		SOLDIER/SAILOR REL. Total	1,000.00
		VETERANS RELIEF FUND Total	1,000.00
538			
588	538-747.000	OPERATING SUPPLIES/EQUIPMENT	
3	BANK OF AMERICA	OPERATING SUPPLIES/EQUIPMENT Total	228.84
588	538-860.000	TRAVEL-GAS, MI., FOOD, LDG.	
3	BANK OF AMERICA	TRAVEL-GAS, MI., FOOD, LDG. Total	305.97

Claim#	Claimant	Description	Amount
588	538-931.000	EQUIP. REPAIR & MAINTENANCE P CARD	-412.26
	BANK OF AMERICA	EQUIP. REPAIR & MAINTENANCE Total	-412.26
		Total	122.55
		TRANSPORTATION SYSTEM FUND Total	122.55
258	DATA PROCESSING		
636	258-747.000	OPERATING EQUIPMENT & SUPPLIES P CARD	-28.09
	BANK OF AMERICA	OPERATING EQUIPMENT & SUPPLIES Total	-28.09
636	258-860.000	TRAVEL-GAS, MI., FOOD, LDG P CARD	510.12
	BANK OF AMERICA	TRAVEL-GAS, MI., FOOD, LDG Total	510.12
636	258-933.020	SOFTWARE MAINTENANCE-COUNTY P CARD	34.95
	BANK OF AMERICA	SOFTWARE MAINTENANCE-COUNTY Total	34.95
636	258-943.020	SOFTWARE PURCHASE/LEASE P CARD	99.99
	BANK OF AMERICA	SOFTWARE PURCHASE/LEASE Total	99.99
		DATA PROCESSING Total	616.97
		INFORMATION TECHNOLOGY FUND Total	616.97
235	CAR POOL		
661	235-747.000	OPERATING EQUIPMENT & SUPPLIES P CARD	874.86
	BANK OF AMERICA	OPERATING EQUIPMENT & SUPPLIES Total	874.86
		CAR POOL Total	874.86
		CAR POOL FUND Total	874.86
000			
701	000-245.000	DUE TO DISTRICT COURT	
	BANK OF AMERICA	DIST COURT BONDS 11/14-11/20 DUE TO DISTRICT COURT Total	5,500.00
701	000-247.000	DUE TO FRIEND OF THE COURT	
	PNC BANK	FCO BONDS 11/14-11/20 DUE TO FRIEND OF THE COURT Total	700.00
		Total	6,200.00
		TRUST & AGENCY FUND Total	6,200.00
		GRAND TOTAL	17,421.23

Authorized Signatures

Claim#	Claimant	Description	Amount
852	BENEFIT FUND-2003 677	852-716.000	
11	COMERICA	BC/BS EMPLOYER PAYMENT BLUE CROSS BC/BS EMPLOYER PAYMENT Total	146,689.00
		BENEFIT FUND-2003 Total	146,689.00
		BENEFIT FUND Total	146,689.00
000			
701	000-229.001	DUE/FED GOV'T-FED. WITHHOLDING ROAD PAYDATE 11/10/11 DUE/FED GOV'T-FED. WITHHOLDING Total	15,260.92
701	000-229.002	DUE/STATE SOCIAL SECURITY PAYDATE 11/17/11 PAYDATE 11/17/11 ROAD PAYDATE 11/10/11 ROAD PAYDATE 11/10/11 DUE/STATE SOCIAL SECURITY Total	62,055.60 14,682.67 13,339.38 3,719.60 93,797.25
701	000-231.006	DEFERRED COMPENSATION 11/17 PAYDATE WELLS FARGO TRUST 11/17/11 PAYDATE JP MORGAN CHASE DEFERRED COMPENSATION Total	9,191.29 24,796.21 33,987.50
701	000-231.011	RETIREES HEALTH SAVINGS (RHS) 11/17/11 PAYDATE JP MORGAN CHASE RETIREES HEALTH SAVINGS (RHS) Total	29.20 29.20
701	000-231.014	MERS-HYBRID ACCOUNT 11/17 PAYDATE JP MORGAN CHASE MERS-HYBRID ACCOUNT Total	9,856.33 9,856.33
701	000-231.016	MERS-EMS-DC 11/17 PAYDATE JP MORGAN CHASE MERS-EMS-DC Total	4,605.23 4,605.23
701	000-231.017	MERS-911-DC 11/17 PAYDATE JP MORGAN CHASE MERS-911-DC Total	2,444.60 2,444.60
701	000-231.018	MERS-BLDG INSP-DC 11/17 PAYDATE JP MORGAN CHASE MERS-BLDG INSP-DC Total	196.23 196.23
701	000-245.000	DUE TO DISTRICT COURT DIST COURT BONDS 11/7-11/13 BANK OF AMERICA DUE TO DISTRICT COURT Total	4,500.00 4,500.00 164,677.26
		Total	164,677.26
		TRUST & AGENCY FUND Total	164,677.26

GRAND TOTAL

311,366.26

Authorized Signatures

Claim#	Claimant	Description	Amount
449	ROAD		
201	449-704.000		
1	PNC BANK	SALARIES- REGULAR EMPLOYEES bv3470	144,951.49
		SALARIES- REGULAR EMPLOYEES Total	144,951.49
201	449-956.000		
2	PNC BANK	MISC. EXPENSE bv3471	492,408.91
		MISC. EXPENSE Total	492,408.91
		ROAD Total	637,360.40
		ROAD FUND Total	637,360.40
		GRAND TOTAL	637,360.40

Authorized Signatures

Claim#	Claimant	Description	Amount
168	CENTRAL SVS-JUDICIAL CENTER 101 168-730.000	POSTAGE METER FEES UNITED STATES POSTAL SERVICE POSTAGE METER FEES Total	12,000.00
101	168-807.000	WITNESS FEES HERRIOT, SAMANTHA DR MCINTOSH, MATTHEW LINTZ, LYNN URKA, BRENDA AUSTIN, RUTH LINT, RUTH ANN KIME, DEBRA FISH, JENNIFER WITNESS FEES Total	7.60 7.60 14.00 47.50 13.60 14.00 11.80 15.50
275	DRAIN COMMISSIONER 101 275-730.000	CENTRAL SVS-JUDICIAL CENTER Total POSTAGE/METER FEES Pitney Bowes Reserve Account 14604755 POSTAGE/METER FEES Total	12,131.60 258.71
441	D.P.W. 101 441-730.000	DRAIN COMMISSIONER Total POSTAGE/METER FEES Pitney Bowes Reserve Account 14604755 POSTAGE/METER FEES Total	258.71
682	VETERANS AFFAIRS 101 682-730.000	D.P.W. Total POSTAGE/METER FEES Pitney Bowes Reserve Account 14604755 POSTAGE/METER FEES Total	89.50 89.50
728	ECONOMIC DEVELOPMENT 101 728-819.000	VETERANS AFFAIRS Total EDC-OTHER CONTRACT SVS. ECONOMIC DEVELOPMENT COUNCIL EDC-OTHER CONTRACT SVS. Total	633.59 633.59 13,810.50
000	210 000-625.000	ECONOMIC DEVELOPMENT Total GENERAL FUND Total CHARGES FOR SERVICES HEALTH ALLIANCE PLAN MEDICARE PART B MEDICARE PART B MEDICARE PART B MEDICARE PART B TESCHENDORF, KENNETH R CHARGES FOR SERVICES Total	13,810.50 26,923.90 92.37 375.44 478.61 334.20 489.04 70.00
		Total	1,839.66

Claim#	Claimant	Description	Amount
651	AMBULANCE 210 651-940.000		
1	CONSUMERS ENERGY	RENT-BUILDINGS & OFFICES 1000 0025 5602	110.41
		RENT-BUILDINGS & OFFICES Total	110.41
		AMBULANCE Total	110.41
		EMS FUND Total	1,950.07
000			
221	000-637.045		
41	WALTER, LINSDAY	FLU IMMUNIZATION OVERPAYMENT OF FLU MIST VACCIN FLU IMMUNIZATION Total	10.00
		Total	10.00
601	HEALTH DEPARTMENT 221 601-730.000		
167	Pitney Bowes Reserve Account	POSTAGE/METER FEES 14604755	527.93
		POSTAGE/METER FEES Total	527.93
		HEALTH DEPARTMENT Total	527.93
		HEALTH FUND Total	537.93
663	SOCIAL WELFARE-2003 290 663-849.000		
166	LIVINGSTON COUNTY DHS	WELFARE ASSISTANCE SOCIAL SERVICES WELFARE ASSISTANCE Total	1,567.35
		SOCIAL WELFARE-2003 Total	1,567.35
		SOCIAL WELFARE FUND Total	1,567.35
662	CHILD CARE 292 662-819.000		
70	Redwood Toxicology Laboratory Inc	OTHER CONTRACT SERVICES Toxicology Laboratory	2,907.70
69	Redwood Toxicology Laboratory Inc	Redwood Toxicology Laboratory	4,266.70
61	LIV CO CATHOLIC CHARITIES	SUBSTANCE ABUSE PROGRAM	1,280.00
114	LIVINGSTON FAMILY CENTER		182.50
62	GARRY FLANARY & ASSOCIATES		80.00
63	GARRY FLANARY & ASSOCIATES		110.00
64	GARRY FLANARY & ASSOCIATES		60.00
65	GARRY FLANARY & ASSOCIATES		60.00
59	Kith and Kin Education Services, Inc		146.00
60	KAREN BERGBOWER & ASSOCIATES		1,460.00
66	A 2ND CHANCE DRUG		310.00
67	A 2ND CHANCE DRUG		150.00
68	A 2ND CHANCE DRUG		130.00
		OTHER CONTRACT SERVICES Total	11,142.90
292	662-832.000		
108	HUFF, TOM	INSTITUTIONAL CHGS. TRANSPORT SERVICES	161.50
107	HUFF, TOM	TRANSPORT SERVICES	365.50

527.00

INSTITUTIONAL CHGS. Total

Claim#	Claimant	Description	Amount
292	662-845.000	PRIVATE INSTITUTION-RESIDENTIAL New Hope Youth & Family	5,270.00
109		0901313202 TRAVIS RASNICK	4,316.13
110		0901292701 JUSTIN FANNON	4,471.13
111		0801258103 GATLIN CARPENTER	4,471.13
121		1001352201 MAKAYLA HERBST	4,200.00
120		0901306103 CRYSTA WEASEL	4,200.00
122		0901291304 MEGAN WARREN	4,200.00
119		0901290603 KYLE BRADLEY	560.00
113		0901295702 AUSTIN MATTORD	735.00
116		0901273201 JULIAN PARENT	9,067.81
58		Pine Rest Christian Mental Health Svcs	
		Washtenaw County Juvenile Detention	7,685.00
56		1001342101 NICHOLAS DAVIS	5,301.00
112		1001342101 NICHOLAS DAVIS	5,477.70
117		1001356602 THOMAS WILLIAMS	6,314.70
		PRIVATE INSTITUTION-RESIDENTIAL Total	66,269.60
292	662-845.010	PRIVATE RESIDENTIAL-NON-SCH LENAWEE COUNTY TREASURER	100.85
122		1001352201 MAKAYLA HERBST	56.11
117		0901291304 MEGAN WARREN	150.46
		BETHANY CHRISTIAN SERVICES PRIVATE RESIDENTIAL-NON-SCH Total	307.42
292	662-845.020	PRIVATE INSTITUTION-DETENTION LENAWEE COUNTY TREASURER	840.00
57		Washtenaw County Juvenile Detention	160.00
		1001342301 ASHLYNN FRITZ 0901295702 AUSTIN MATTORD PRIVATE INSTITUTION-DETENTION Total	1,000.00
663	CHILD CARE - SOCIAL SERVICES	CHILD CARE Total	79,246.92
292	663-849.000	WELFARE ASSISTANCE LIVINGSTON COUNTY DHS	1,773.18
166		SOCIAL SERVICES WELFARE ASSISTANCE Total	1,773.18
		CHILD CARE - SOCIAL SERVICES Total	1,773.18
		CHILD CARE FUND Total	81,020.10
689	SOLDIER/SAILOR REL.	VETS-EMERGENCY ASSISTANCE	
293	689-847.000	WALMART	100.00
173		WALMART	97.56
174		WALMART	50.00
170		WALMART	50.00
171		WALMART	50.00
179		HOWELL TIRE CO	995.35
171		LEONARD PISKORSKI, WO 79270	100.00
176		TIMOTHY ALLPORT	100.00
178		WALMART	100.00
177		WALMART	100.00
175		GEORGIA WILSON	100.00
177		GEORGIA WILSON	100.00
175		WARREN NIBLOCK	3,425.00
169		ALDI # 51	100.00
172		TIMOTHY ALLPORT	285.20
		SilverScript Insurance Co ELEANORE DAVIS	

Claim#	Claimant	Description	Amount
180	CONELY, JOHN & JENNIFER	CHARLIE & DEANNA TURNBAUGH	800.00
	VETS-EMERGENCY ASSISTANCE Total		6,203.11
	SOLDIER/SAILOR REL. Total		6,203.11
	VETERANS RELIEF FUND Total		6,203.11
546	546-811.000	LEM SERVICES	
148	FLEET SERVICES	369-642-827-9	92.78
	LEM SERVICES Total		92.78
517	546-819.000	OTHER CONTRACT SERVICES	
141	POLAR ENVIRONMENTAL SERVICE	111002	516.50
	OTHER CONTRACT SERVICES Total.		516.50
517	546-920.000	UTILITIES	
150	DTE ENERGY	2536 172 0002 2	181.48
154	DTE ENERGY	2536 172 0001 4	78.96
	UTILITIES Total		260.44
517	546-956.000	MISC. EXPENSE	
168	Pitney Bowes Reserve Account	14604755	4.06
	MISC. EXPENSE Total		4.06
	Total		873.78
	LANDFILL FUND Total		873.78
371	371-730.000	POSTAGE/METER FEES	
167	Pitney Bowes Reserve Account	14604755	1,102.26
	POSTAGE/METER FEES Total		1,102.26
	Total		1,102.26
	BUILDING & SAFETY Total		1,102.26
275	DRAIN COMMISSIONER		
561	275-920.000	UTILITIES	
153	DTE ENERGY	3045 235 0004 5	68.62
	UTILITIES Total		68.62
	DRAIN COMMISSIONER Total		68.62
	GRENOCK HILLS #3 OPERATION & M Total		68.62
275	DRAIN COMMISSIONER		
566	275-730.000	POSTAGE	
168	Pitney Bowes Reserve Account	14604755	170.64
	POSTAGE Total		170.64
566	275-751.000	MISC. SUPPLIES	
158	CITY ELECTRIC SUPPLY CO.	02630213001	97.80
	MISC. SUPPLIES Total		97.80

Claim#	Claimant	Description	Amount
566	275-810.000	ENGINEERING SVS TETRA TECH GEO 15326 ENGINEERING SVS Total	1,858.01
566	275-851.000	TELEPHONE AT&T MOBILITY 830280621 TELEPHONE Total	43.99
566	275-930.000	REPAIRS FLEET SERVICES 369-642-827-9 REPAIRS Total	9.99
		DRAIN COMMISSIONER Total	2,180.43
		LAKE TYRONE DISPOSAL SYSTEM-MA Total	2,180.43
275	DRAIN COMMISSIONER		
568	275-730.000	POSTAGE Pitney Bowes Reserve Account 14604755 POSTAGE Total	3.52
568	275-920.000	UTILITIES DTE ENERGY 3141 124 0001 0 UTILITIES Total	33.02
		DRAIN COMMISSIONER Total	36.54
		SANDY CREEK OPERATION AND MAIN Total	36.54
275	ORCHARD ESTATES O&M		
574	275-920.000	UTILITIES DTE ENERGY 2538 710 0001 9 DTE ENERGY 2538 710 0002 7 UTILITIES Total	40.89 40.33 81.22
		ORCHARD ESTATES O&M Total	81.22
		ORCHARD ESTATES O&M Total	81.22
275	575	275-820.000	
		TANK PUMPING HARTLAND SEPTIC SERVICE 10252 CARMER RD TANK PUMPING Total	165.00 165.00
575	275-920.000	UTILITIES Ramco RM Hartland Disposition 2156 LLC Ramco RM Hartland Disposition 10495 LLC UTILITIES Total	304.10 532.64 836.74
575	275-930.000	REPAIRS FLEET SERVICES 369-642-827-9 REPAIRS Total	48.48
		Total	1,050.22

REGIONAL WASTEWATER O&M Total 1,050.22

Claim#	Claimant	Description	Amount
275 577	DEPT 275 577	275-730.000 POSTAGE/METER FEES Pitney Bowes Reserve Account 14604755 POSTAGE/METER FEES Total	91.28
577	COMCAST	UTILITIES 09558 504802-019- UTILITIES Total	215.38
577	WALDORF & SONS, INC.	REPAIRS LIV CO DRAIN OFFICE	750.00
135	UIS PROGRAMMABLE SERVICES	JOB LIV110.8.107 REPAIRS Total	585.00
		DEPT 275 Total	1,335.00
		SEPTAGE RECEIVING STATION Total	1,641.66
269	MAINTENANCE		
631	CONSUMERS ENERGY	UTILITIES 1000 0676 9325 UTILITIES Total	111.19
631	DTE ENERGY	SHERIFF 0000-2222-8 SHERIFF Total	8,821.39
		MAINTENANCE Total	8,932.58
		BUILDING SERVICES Total	8,932.58
275	DRAIN COMMISSIONER		
639	SWANN'S	COATS, BOOTS, GLOVES, ETC LIV CO DRAIN OFFICE COATS, BOOTS, GLOVES, ETC Total	79.98
639	CINTAS CORPORATION	UNIFORM RENT 74325 74325 UNIFORM RENT Total	26.03 26.03
639	SWANN'S	UNIFORM PURCHASE LIV CO DRAIN OFFICE UNIFORM PURCHASE Total	115.92
639	FLEET SERVICES	TRUCK FUEL 369-642-827-9 TRUCK FUEL Total	3,420.38
639	OTHER CONTRACT SERVICES	OTHER CONTRACT SERVICES DRAIN COMM CREW IMMUNIZATIONS OTHER CONTRACT SERVICES Total	359.00
639	TELEPHONE		

Claim#	Claimant	Description	Amount
160	AT&T	517 552-1534 721 0 TELEPHONE Total	23.35
639	275-963.001	MATERIALS EXPENSE	607.40
142	NEW PIG CORPORATION	4822047 MATERIALS EXPENSE Total	607.40
		DRAIN COMMISSIONER Total	4,658.09
		DRAIN EQUIP./REV. FUND Total	4,658.09
000	701	000-221.000	
		DUE TO CITIES	19.50
		CITY OF BRIGHTON PA 105 9/29-11/2	
		DUE TO CITIES Total	19.50
701	000-225.000		
		DUE TO SCHOOLS	2,782.77
		BRIGHTON AREA SCHOOLS PA 105 9/29-11/2	747.20
		HOWELL PUBLIC SCHOOLS PA 105 9/29-11/2	7,104.28
		PINCKNEY COMMUNITY SCHOOLS PA 105 9/29-11/2	
		DUE TO SCHOOLS Total	10,634.25
701	000-226.000		
		DUE TO TOWNSHIPS	56.19
		COHOCTAH TOWNSHIP PA 105 9/29-11/2	182.82
		GREEN OAK TOWNSHIP PA 105 9/29-11/21	666.75
		HAMBURG TOWNSHIP PA 105 9/29-11/2	
		DUE TO TOWNSHIPS Total	905.76
701	000-228.050		
		DUE TO STATE- NOTARY EDUCATION FUND	232.00
		STATE OF MICHIGAN AUG, SEPT, OCT	
		DUE TO STATE- NOTARY EDUCATION FUND Total	232.00
701	000-228.061		
		DUE/STATE/ STATE FINGERPRINT FEES	49.28
		KLEIN, DAVID STATE DOES NOT CHARGE FOR THES	
		DUE/STATE/ STATE FINGERPRINT FEES Total	49.28
701	000-228.062		
		DUE/STATE- HOMESTEADS	1,117.90
		STATE OF MICHIGAN PA 105 COLLECTED 9/29 - 11/15/	
		DUE/STATE- HOMESTEADS Total	1,117.90
701	000-248.000		
		DUE TO OUT OF COUNTY COURTS	3,500.00
		52-1 DISTRICT COURT DUE TO OUT OF COUNTY COURTS Total	
		TOTH, KIMBERLY BOND-CIRCUIT COURT	900.00
		replace lost check 343580	
		BOND-CIRCUIT COURT Total	900.00
701	000-271.000		
		RESTITUTION	50.00
		TARGET NATIONAL BANK 10-018722FH RITA WALLIS	50.00
		Allied Insurance Co 21B86347, MICHAEL HODGINS 10-0	25.00
		LAWNET 10-19274FH STEPHANIE FEAR NIEZ	20.00
		LAWNET 10-18812FH JASON LOCKWOOD	17.00
		LAWNET 10-019180FH JEREMY BREWER	50.00
		ROMAN CATHOLIC DIOCESE 00-011448FH KIMBERLY BROAD	10.00
		SOUDER, BARBARA 95-008932FH MARK JACKSON	

CLAIMS DOCKET

Claim#	Claimant	Description	Amount
83	READER, SALLY JO	03-013814FH WILLIAM ANGUISH	75.00
93	CITIZENS INS	29-91262 CHASITY JESSOP 04-014	35.00
102	DELUCA, CARRIE	10-019010FH NATHANIEL REED	100.00
88	OLDFORD, STEWART, JR	03-013509FH BEVERLY CUTLER	400.00
87	VG'S PHARMACY	06-016009FH LISA COLE	8,669.41
125	CEI INDUSTRIES, LLC	09-18026FH DUANE STOTHERS	450.00
94	AUTO OWNER'S INS	06-009-460 CLAIM 16-04510-01 T	25.00
98	ACUITY INSURANCE CO.	CLAIM LL9236 CASE 2007005740 G	10.00
95	SCHWAB, MICHAEL	09-018676FH CHRISTOPHER LATHAM	30.00
101	SHINSKE, ANTHONY	07-016804FH STEPHANIE REDMAN	25.00
86	BANK OF AMERICA	4152140140470021 STEVEN CESNIC	10.00
97	SKOP, RAYMOND	09-018535FH KYLEE LYNN	25.00
99	GORAJ, LINDA	10-019239FH JUSTIN MORIN	10.00
89	DAVIDSON, DANNY	07-017049FH MARK ELLIS	20.00
90	FAULDS, FRANK	10-019392FH TANIA FELIX	126.00
71	Ebersbaecher N. America Inc	11-18775FH KEITH ABRAMOWICZ	8,000.00
72	Ebersbaecher N. America Inc	11-18775 KEITH ABRAMOWICZ	19,790.19
73	WILKINSON, MONICA	10-18993FH EVAN WHITAKER	10.00
74	WILKINSON, MONICA	10-18993 EVAN WHITAKER	5.00
100	WILKINSON, MONICA	10-018998FH TYLER ODEKIRK	33.50
75	DALLAS, JIMMIE	10-18994FH EVAN WHITAKER	10.00
76	DALLAS, JIMMIE	10-18994FH EVAN WHITAKER	5.00
78	COHOON, BRAD	10-18923 ERIC CHAPMAN	35.00
79	COHOON, BRAD	10-18923FH ERIC CHAPMAN	25.00
80	COHOON, BRAD	10-18923FH ERIC CHAPMAN	15.00
81	COHOON, BRAD	10-18923FH ERIC CHAPMAN	50.00
82	COHOON, BRAD	10-18923FH ERIC CHAPMAN	20.00
		RESTITUTION Total	38,231.10
701	000-272.000	CHG. BACKS REC.-CURRENT	
16	TRW AUTOMOTIVE	MTT TV DECREASE 05-14-300-018	60,409.93
165	Honigman Miller Schwartz and	mtt tv decrease additional 05-	62.29
14	GULBIX, ERIC & JENNIFER	MTT TV DECREASE 04-30-300-022	250.49
15	BOLDT, AUDREY	MTT TV DECREASE 05-11-102-031	254.32
17	STEFFE, CHRISTOPHER	MTT TV DECREASE 07-31-403-015	203.04
18	Hometown Village of Marion LLC and	mtt tv decrease 10-11-201-092	5,044.40
19	NOTHNAGEL, CRAIG A	MTT TV DECREASE 10-30-300-019	875.70
20	KRUG M INVESTMENTS LLC	MTT TV DECREASE 11-06-200-058	46,464.21
21	SCOTT, RICHARD AND	MTT TV DECREASE 05-14-300-012	5,450.07
22	MUSSELMAN, GERALD & SUSAN	MTT TV DECREASE 11-19-400-026	506.11
23	HICKEY, THOMAS & MARGARET	MTT TV DECREASE 11-36-301-240	159.80
24	LATHROP, LOUISE ANN	MTT TV DECREASE 12-19-400-009	169.03
25	LANE, BONNIE	MTT TV DECREASE 12-26-200-034	620.40
26	CONNERS, JERRY & DAWN	MTT TV DECREASE 12-29-101-071	313.18
28	VANBUSKIRK, MICHAEL & DEBBIE	MTT TV DECREASE 15-20-100-030	107.24
29	DANIEWSKI, DENNIS & BEVERLY	MTT TV DECREASE 04-30-201-038	662.10
30	RP Enterprises LLC and Honigman	mtt tv decrease 11-05-303-008	11,655.00
31	JUSINO, RICHARD J	MTT TV DECREASE 07-17-300-013	422.75
32	Osprey SA LTD and	mtt tv decrease 12-35-300-032	27,115.07
126	BAUBLIS, JOSEPH A	MTT TV DECREASE 14-31-302-034	12.47
127	DUNLAP, JOHN L	MTT TV DECREASE 15-13-402-059	84.60
128	Costco Wholesale Corp #786	mtt tv decrease 16-05-300-074,	35,904.85
129	BUKOWIEC, ROBERT	MTT TV DECREASE 16-16-406-145	406.77
130	PRIESTAP, CAROL	MTT TV DECREASE 16-21-200-059	278.91
131	Grand Lake Building LLC	mtt tv decrease 17-36-301-081	669.17
161	Isam Kammo and	mtt tv decrease 18-31-200-063	1,020.31
162	Wyzlic, Andrew & Mary Kay	BOR 100% PRE 11-10-102-042	74.02

Claim#	Claimant	Description	Amount
163	Duff, Gerald & Nancy	mtt tv decrease 14-36-402-023	589.10
		CHG. BACKS REC.-CURRENT Total	199,785.33
701	000-275.000	REFUNDS-OVERPAYMENTS	
5	NATIONS TITLE AGENCY	4702-02-300-009 ENGELHARDT, M	24.88
10	LPS	16-26-300-037 DOUGLAS CHANDLER	47.00
11	CORELOGIC	06-26-202-113 THOMAS VAN HUYSE	15.01
8	CARL L. BEKOFKSKE, CHAPTER 13	12-21-200-016 CARRON, JOSPEH &	238.18
6	CARL L. BEKOFKSKE, CHAPTER 13	16-21-204-006 DOUGLAS, CHANDLE	59.97
9	POWERLINK	02-34-400-011	363.66
12	REDINGER, TODD K	09-04-400-032	14.32
13	KIERST, JIM	14-23-101-006	19.13
		REFUNDS-OVERPAYMENTS Total	782.15
701	000-285.016	DONATIONS- SHOP WITH A COP	
133	WALMART	SHOP WITH A COP	4,500.00
		DONATIONS- SHOP WITH A COP Total	4,500.00
		Total	260,657.27
		TRUST & AGENCY FUND Total	260,657.27
445	802	445-956.000	
		MISC. EXPENSE	
148	FLEET SERVICES	369-642-827-9	32.31
147	GRUNDY'S HARDWARE	LIV CO DRAIN OFFICE	79.98
168	Pitney Bowes Reserve Account	14604755	2.20
168	Pitney Bowes Reserve Account	14604755	1.32
168	Pitney Bowes Reserve Account	14604755	25.92
168	Pitney Bowes Reserve Account	14604755	2.20
168	Pitney Bowes Reserve Account	14604755	1.76
168	Pitney Bowes Reserve Account	14604755	1.48
143	MICHAEL'S ANIMAL REMOVAL	beaver trapping	180.00
144	MICHAEL'S ANIMAL REMOVAL		420.00
		MISC. EXPENSE Total	747.17
		Total	747.17
100	815	100-956.000	
		DRAIN REVOLVING FUND Total	747.17
		MISCELLANEOUS EXPENSE	
168	Pitney Bowes Reserve Account	14604755	160.77
		MISCELLANEOUS EXPENSE Total	160.77
		Total	160.77
445	844	445-956.000	
		SUNRISE PARK DRIVE BONDS Total	160.77
		MISC. EXPENSE	
168	Pitney Bowes Reserve Account	14604755	49.44
168	Pitney Bowes Reserve Account	14604755	10.56
168	Pitney Bowes Reserve Account	14604755	412.28
		MISC. EXPENSE Total	472.28
		LAKE LEVEL REVOLVING Total	472.28

LAKE LEVEL REVOLVING FUND Total 472.28

GRAND TOTAL 400,865.35

Authorized Signatures

